



## Environmental Permit Application Report

TMA Bark Supplies Limited

The Old Airfield,  
Hungate Common,  
Weston Longville,  
Norwich,  
NR9 5JF.



PROVIDING SOLUTIONS, ENSURING COMPLIANCE

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## 1. Introduction

- 1.1. Westbury Environmental Limited have been instructed to prepare this Environmental Permit Variation Application for a bespoke Environmental Permit on behalf of TMA Bark Supplies Limited (Operator) for a waste treatment facility at The Old Airfield, Hungate Common, Weston Longville, Norwich, NR9 5JF (Site).
- 1.2. This soil recycling facility at the Site currently operates under the conditions of standard rules set SR2008 No.11, permit reference EPR/WE1698AB.
- 1.3. This bespoke permit application has been prepared as the Operator was assigned the new standard rules set SR2022 No. 1 on 18th December 2024. However, due to the presence of a protected area under the biodiversity action plan (BAP) in close proximity to Site, it cannot retain this standard rules set.
- 1.4. This application for a bespoke Environmental Permit proposes the same waste activities and waste codes as in standard rules set SR2022 No.1.
- 1.5. This application seeks to allow up to 75,000 tonnes per year of waste to be accepted.
- 1.6. More details on the proposed waste operations that will be carried out on Site are included in Section 5, Non-technical Summary and Section 6, List of waste codes of this report.
- 1.7. The site-specific environmental risk assessment considers the risk from the waste activities on the nearby BAP area.
- 1.8. The area identified under the Biodiversity Action Plan (BAP) consists of designated Deciduous Woodland, located immediately south of the Site.
- 1.9. The Site is located in a largely agricultural area, with some commercial buildings in the vicinity. The disused area of RAF Attlebridge borders the Site to the South and is now primarily used as farmland.
- 1.10. The extent of the proposed permit boundary is shown on Permit Boundary Plan, Drawing No. 21/006b 001.
- 1.11. The relevant Environment Agency forms (Part A, C2, C4 and F1) and necessary supporting information, including TCM details and Environmental Risk Assessment are included within this Environmental Permit Application.
- 1.12. A Dust Management Plan has been provided since it is considered that there may be a risk of dust emission as the wastes that are being handled may be dusty.
- 1.13. It is considered that the operations at the Site are likely to generate noise. However, due to the significant distance between the Site and the nearest sensitive receptors and the dense woodland surrounding the Site it is considered that the activities on the Site will not be heard at the nearest sensitive receptor. Therefore, a Noise Management Plan has not been included in this application.
- 1.14. Noise mitigation measures are implemented on site in accordance with the Noise Procedure that is included in the EMS. It is considered that these are sufficiently effective to minimise noise emissions from the Site.





## **2. Site Location and setting**

- 2.1. The Site is located at The Old Airfield, Hungate Common, Weston Longville, Norwich, NR9 5JF.
- 2.2. The Site is located in a largely agricultural area, with commercial buildings including Cap Track (building equipment hire) and Perfect Plantings Nursery located within 500m northwest of the site. The disused site of RAF Attlebridge borders the site to the South.
- 2.3. The Site is located within 50 metres of a habitat that is protected under the Biodiversity Action plan (BAP). The BAP borders the Site to the south.
- 2.4. The Site is located within a Groundwater Water Protection Zone 3 – Total Catchment.
- 2.5. The Site is located on a Principal bedrock aquifer. The bedrock geology is comprised of Lewes Nodular Chalk, Seaford Chalk, Newhaven Chalk, Culver Chalk and Portsdown Chalk.
- 2.6. The Site is located on a Secondary undifferentiated (Superficial Drift) Aquifer.
- 2.7. The Site is located in flood zone 1, therefore there is a low risk of flooding.





## 4. Site Management

- 4.1. TMA Bark Supplies Limited operate the Site in accordance with an Environmental Management System (EMS).
- 4.2. A hard copy of the EMS is kept on Site at all times. The EMS folder includes a copy of the Environmental Permit along with the following sections of the EMS:

**EMS Report:** This report contains a description of the purpose and scope of the EMS, all Site details including the location of the Site, receptors located in close proximity to the Site boundary, waste storage, the plant and equipment that is used on the Site, the waste handling procedures carried out on Site, the Site security measures, information on the competence of the staff working on Site, roles and responsibilities for each member of staff and details for Site closure.

**Site Condition Report:** This records the condition of land covered by the Environmental Permit at various stages during the life of the permit.

**Environmental Impacts and Controls Assessment:** This assessment provides information on the processes, activities and equipment on site, the potential emissions and impact that they may have on air, water, energy usage, waste disposal, land contamination, nuisance, and resource consumption and how any identified impact may be controlled.

**Environmental Accident Management Plan:** This report contains an assessment of the potential accidents that could occur on Site, details of the likelihood of each accident occurring, the preventative measures taken to reduce the risk of each accident occurring, actions to be taken in the case of an accident on Site and an explanation on how to record any accidents that occur on Site. The types of accident included in this report include.

- Leaks or Spillages.
- Fire.
- Flooding (increasing risk from climate change).
- Unauthorised entry.
- Failure of plant and equipment.
- Cross-contamination.
- Failure of Services.

**Flood Management Plan:** This document contains a brief description of the Site, its size, the key contacts to contact in an emergency, whether there are staff employed with any special needs, the locations of any gas, water and / or electric cut-off points of Site and ways to keep all plant and computers / files safe in the event of a flood.

**Contingency Plan:** This document sets out the procedures to:

- Ensure compliance with the Environmental Permit and operating procedures during maintenance or shutdown on Site.
- Minimise the impact of non-operation of associated third-party facilities.
- Ensure Site storage capacity limits are not exceeded.
- Minimise the impact on the environment and ensure business continuity, from any breakdowns, enforced shutdowns and any other changes from normal operations.

**Appendix B Authorisations:** Including a copy of the permit and EA Registrations for the Site.

**Appendix C Procedures & Forms:** The EMS contains a number of procedures that cover its implementation, waste acceptance & storage, site management, environmental protection, maintenance, emergency provisions and reporting. Records to be produced in accordance with these procedures are provided in the EMS as forms. These completed forms provide records that evidence the implementation of the EMS. The following list details procedures that are included in the EMS.



### Implementation

- Environmental Training.
- Roles and Responsibilities.
- Reviewing & Auditing Documentation.
- Compliance with Legal & Other Requirements.

### Waste Acceptance & Storage

- Waste Acceptance.
- Waste Classification.
- Waste Rejection.
- Waste Storage & Handling.

### Site Management

- Fuel & Oil Storage.
- Refuelling of Plant / Equipment
- Housekeeping, Litter, Pest & Vermin Control.
- Wheel Washing.
- Site Security.
- Removal of Waste.

### Environmental Protection

- Dust, Fibres and Particulates.
- Mud and Debris.
- Noise Control.
- Odour Control.
- Surface Water Management.

### Maintenance

- Maintenance – Planned Preventative Maintenance and Inspection Checklists.

### Emergency Provisions

- Environmental Accidents / Incidents / Complaints.
- Near Miss Reporting.
- Spill Response.
- Flood Management.
- Utility / Equipment Failure.
- Fire Prevention.

### Reporting

- Waste Returns.
- Notifications to the Environment Agency.

(This list is not exhaustive)



### Drawings

The drawings included in the EMS include:

- Permit Boundary Plan – showing the boundary of the permitted area.
  - Site Layout Plan – showing waste storage and treatment areas, storage facilities for hazardous materials (fuel and oil), location of spill kits, and access for emergency services.
  - Sensitive Receptors Plan – showing nearby receptors including water courses, protected habitats, and residential, commercial, and industrial premises.
- 4.3. The Waste Storage and Handling Procedure includes a Waste Storage Plan that specifies maximum storage times, maximum storage area capacities, and where different waste types are stored on Site.
- 4.4. The Maintenance Procedure ensures inspections of infrastructure, plant and equipment will be carried out on a daily, weekly, and monthly basis. This procedure also specifies when planned preventative maintenance should be carried out on each item of plant and equipment located on the Site.
- 4.5. The EMS includes a Utility / Equipment Failure Procedure and Flood Management Procedure to ensure contingency measures are implemented in the event of a utility / equipment failure or a flood on the Site. The Flood Management Procedure accounts for the potential increase in the risk of flooding at the Site due to climate change.
- 4.6. It is understood that the Site displays a notice board at its entrance, including the following details:
- The permit holder's name – TMA Bark Supplies Limited
  - An emergency contact name and telephone number.
  - A statement that the site is permitted by the Environment Agency.
  - The permit number.
  - Environment Agency telephone number and the incident hotline telephone number.
- 4.7. The EMS includes a Complaints Procedure that provides details for recording, investigating, and resolving complaints in regard to the permitted activities.
- 4.8. Each procedure within the EMS specifies who is responsible for implementing the required actions. The EMS includes a staff organogram which shows the roles and responsibilities of each staff member in relation to the activities covered by the permit.
- 4.9. An Environmental Training Procedure is included in the EMS to ensure regular training on the EMS procedures is given to all site staff and is well documented.
- 4.10. Records required by the permit e.g. waste transfer notes, chemical analysis, hazardous waste assessments, maintenance records, staff training records etc. are kept on file within the EMS.
- 4.11. The Reviewing & Auditing Documentation Procedure included within the EMS ensures regular checks are carried out on the EMS documentation in order to assess whether the EMS implements the requirements of the permit and relevant environmental legislation. Any changes to the permit or Site operations are recorded within the EMS and the relevant EMS documents will be updated accordingly.
- 4.12. Each member of staff at the Site will have access to the EMS.

### **Technically Competent Management**

- 4.13. Shane Andrews will be the Technically Competent Manager (TCM) for the Site. A copy of the relevant TCM certificates is provided in Appendix 1 Evidence of Technically Competent Management.

### **Environmental Risk**

- 4.14. An Environmental Risk Assessment has been completed as part of this permit application, see Appendix 2 Environmental Risk Assessment.



- 4.15. The Environmental Risk Assessment considers the potential impacts of waste operations with regard to the local receptors: population, watercourses, protected sites etc.
- 4.16. The Environmental Risk Assessment considers risk of pollution or harm to the environment from the site activities. Robust risk management measures will continue to be implemented while the Site is operating to ensure the identified risks are minimised.
- 4.17. The risk of dust being emitted from the Site is considered to be low as waste acceptance procedures are in place to ensure that loads comprising mainly dust, fibres or loose fibres are not accepted on Site. A Dust Management Plan has been prepared, see Appendix 3, Dust Management Plan.



## 5. Non-technical summary

- 5.1. The waste activities take place in the area shown on the permit boundary drawing, see Drawing No. 21/006c 002 V3 Site Layout Plan.
- 5.2. This application proposes operations that include the physical treatment and storage of waste, see Table 5.1 below. (These are the same waste activities as in standard rules set SR2022 No.1)

**Table 5.1 List of Waste Activities**

Activity Reference	Description of Specified Activity	Limits of specified activity
AR1 – Treatment of waste to produce soil, soil substitutes and aggregates.	<p>R3: Recycling and reclamation of organic substances which are not used as solvents.</p> <p>R5: Recycling and reclamation of other inorganic materials.</p>	<p>Treatment is limited to sorting, separation, screening, crushing and blending of waste for recovery as a soil, soil substitute or aggregate.</p> <p>Treatment does not include soil or aggregate washing.</p> <p>No more than 75,000 tonnes of waste in total shall be accepted per year.</p> <p>Treatment of slags and ashes for recovery shall not exceed 75 tonnes per day.</p> <p>Wastes used to produce aggregate are limited to those waste codes and types listed in Table 6.1.</p> <p>Wastes used to produce soil and soil substitutes are limited to those waste codes and types listed in Table 6.2.</p>
AR2 – Storage of Waste	R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced).	<p>No more than 50,000 tonnes in total of waste shall be stored at any one time.</p> <p>Waste types listed in Table 6.1 and 6.2 will be stored outside on a hardstanding surface.</p> <p>No more than 10,000 tonnes of waste types listed in Table 6.3 shall be stored at any one time. This waste will be stored on impermeable surface with sealed drainage</p> <p>No waste shall be stored for longer than 12 months.</p>

- 5.3. Waste is delivered onto the Site by Heavy Goods Vehicles (HGV's). Waste is deposited and stored in stockpiles in the designated soil treatment and storage area within the Site boundary.
- 5.4. All waste is treated and stored outside on a hardstanding surface.
- 5.5. The sources of dust emissions from the proposed activities and the mitigation measures, that are required to ensure that the risk of causing nuisance is minimised, have been assessed, see Appendix 3, Dust Management Plan.



- 5.6. Contravening wastes are hand-picked from the incoming waste to prevent them entering the treatment process.
- 5.7. Contravening waste is stored within a secured container and removed from Site on a regular basis to a suitably licensed facility.





## 6. List of waste codes

- 6.1. This application proposes the same waste types as in standard rules set 2022 No.1, see Table 6.1, Table 6.2 and Table 6.3.

**Table 6.1 List of waste codes for the production of aggregates**

Waste Code	Description
<b>01</b>	<b>WASTE RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS</b>
<b>01 04</b>	<b>Wastes from physical and chemical processing of non-metalliferous minerals</b>
01 04 08	Gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	Sand and clays
<b>02</b>	<b>WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING</b>
<b>02 02</b>	<b>Wastes from the preparation and processing of meat, fish and other foods of animal origin</b>
02 02 02	Shellfish shells from which the soft tissue or flesh has been removed
<b>10</b>	<b>WASTES FROM THERMAL PROCESSES</b>
<b>10 01</b>	<b>Wastes from power stations and other combustion plants (except 19)</b>
10 01 01	Bottom ash and slag
10 01 02	Pulverised fuel ash
10 01 15	Bottom ash and slag from co-incineration other than those mentioned in 10 01 14
<b>10 02</b>	<b>Wastes from the iron and steel industry</b>
10 02 01	Blast furnace slag filter bed media free from sewage contamination
<b>10 11</b>	<b>wastes from manufacture of glass and glass products</b>
10 11 12	clean glass other than those mentioned in 10 11 11
<b>10 12</b>	<b>wastes from manufacture of ceramic goods, bricks, tiles and construction products</b>
10 12 08	ceramics, bricks, tiles and construction products (after thermal processing)
<b>10 13</b>	<b>wastes from manufacture of cement, lime and plaster and articles and products made from them</b>
10 13 14	concrete
<b>15</b>	<b>WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED</b>
<b>15 01</b>	<b>packaging (including separately collected municipal packaging waste)</b>
15 01 07	clean glass
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
<b>17 01</b>	<b>concrete, bricks, tiles and ceramics</b>
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics



17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
<b>17 02</b>	<b>wood, glass and plastic</b>
17 02 02	glass
<b>17 03</b>	<b>bituminous mixtures, coal tar and tarred products</b>
17 03 02	Road base and road planings (other than those containing coal tar)
<b>17 05</b>	<b>Soil (including excavated soil from contaminated sites), stones and dredging spoil</b>
17 05 04	Soil and stones other than those mentioned in 17 05 03 including stone filter media free from sewage contamination
17 05 06	Dredging spoil other than those mentioned in 17 05 05 (sand and aggregate only)
17 05 08	track ballast other than those mentioned in 17 05 07
<b>17 09</b>	<b>other construction and demolition wastes</b>
17 09 04	Mixtures of soil, bricks, stones and concrete
<b>19</b>	<b>WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE</b>
<b>19 08</b>	<b>wastes from aerobic treatment of solid wastes</b>
19 08 02	Washed sewage grit (waste from desanding) free from sewage contamination
<b>19 12</b>	<b>wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified</b>
19 12 05	Glass free from contamination
19 12 09	minerals (for example sand, stones)
19 12 12	Incinerator bottom ash aggregate (IBAA)
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>
<b>20 01</b>	<b>separately collected fractions (except 15 01)</b>
20 01 02	glass
<b>20 02</b>	<b>garden and park wastes (including cemetery waste)</b>
20 02 02	soil and stones

Table 6.2 List of waste codes for the production of soils and soil substitutes

<b>01</b>	<b>WASTE RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS</b>
<b>01 04</b>	<b>Wastes from physical and chemical processing of non-metalliferous minerals</b>
01 04 09	Sand and clays
<b>02</b>	<b>WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING</b>
<b>02 01</b>	<b>Wastes from the preparation and processing of meat, fish and other foods of animal origin</b>
02 01 01	Soil from cleaning and washing vegetables.



02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 01	Soil from cleaning and washing vegetables
02 04	Wastes from sugar processing
02 04 01	Soil from cleaning and washing beet
03	<b>WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD</b>
03 01	Wastes from wood processing and the production of panels and furniture
03 01 01	Bark and cork
03 03	Wastes from pulp, paper and cardboard production and processing
03 03 01	Bark and wood
10	<b>WASTES FROM THERMAL PROCESSES</b>
10 01	Wastes from power stations and other combustion plants (except 19)
10 01 05	Gypsum (solid)
10 01 07	Gypsum (sludge)
17	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
17 05	Soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	Soil and stones other than those mentioned in 17 05 03 including stone filter media free from sewage contamination
17 05 06	Dredging spoil other than those mentioned in 17 05 05 (sand and aggregate only)
17 08	Gypsum-based construction material
17 08 02	Gypsum other than that mentioned in 17 08 01
17 09	other construction and demolition wastes
17 09 04	Mixtures of soil, bricks, stones and concrete
19	<b>WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE</b>
19 05	wastes from aerobic treatment of solid wastes
19 05 03	Compost from source segregated biodegradable waste
19 09	Wastes from the preparation of water intended for human consumption or water for industrial use
19 09 02	Sludges from water clarification
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 09	minerals (for example sand, stones)
19 13	Wastes from soil and groundwater remediation
19 13 02	Solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	Sludges from soil remediation other than those mentioned in 19 13 03
20	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL</b>



<b>AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>	
<b>20 01</b>	<b>separately collected fractions (except 15 01)</b>
20 01 02	glass
<b>20 02</b>	<b>garden and park wastes (including cemetery waste)</b>
20 02 02	soil and stones

**Table 6.3 List of waste codes subject to the following limitations**

- Up to 10,00 tonnes of wastes will be stored on site at any one time.
- These wastes will be stored on an impermeable pad with sealed drainage.

<b>03</b>	<b>WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD</b>
<b>03 01</b>	<b>Wastes from wood processing and the production of panels and furniture</b>
03 01 01	Bark and cork
<b>03 03</b>	<b>Wastes from pulp, paper and cardboard production and processing</b>
03 03 01	Bark and wood
<b>10</b>	<b>WASTES FROM THERMAL PROCESSES</b>
<b>10 01</b>	<b>Wastes from power stations and other combustion plants (except 19)</b>
10 01 05	Gypsum (solid)
10 01 07	Gypsum (sludge)
10 01 15	Bottom ash and slag from co-incineration other than those mentioned in 10 01 04
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
<b>17 05</b>	<b>Soil (including excavated soil from contaminated sites), stones and dredging spoil</b>
17 05 06	Dredging spoil other than those mentioned in 17 05 05 (sand and aggregate only)
<b>17 08</b>	<b>Gypsum-based construction material</b>
17 08 02	Gypsum other than that mentioned in 17 08 01
<b>19</b>	<b>WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE</b>
<b>19 05</b>	<b>wastes from aerobic treatment of solid wastes</b>
19 05 03	Compost from source segregated biodegradable waste
<b>19 09</b>	<b>Wastes from the preparation of water intended for human consumption or water for industrial use</b>
19 09 02	Sludges from water clarification
<b>19 12</b>	<b>wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified</b>
19 12 12	Incinerator bottom ash aggregate (IBAA)
<b>19 13</b>	<b>Wastes from soil and groundwater remediation</b>
19 13 02	Solid wastes from soil remediation other than those mentioned in 19 13 01



19 13 04	Sludges from soil remediation other than those mentioned in 19 13 03
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**Application Forms**

Part A

# Application for an environmental permit

## Part A – About you



You will need to complete this part of the application form if you are applying:

- for a new permit
- to vary (change) an existing permit
- to surrender your permit
- to transfer an existing permit to yourself

Visit our website to check this is the latest version of the form: <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-a-about-you>.

Please read through the form before completing it. We expect it will take less than 1 hour to complete if you have all the necessary information available.

The form can be:

1. Saved onto a computer and then filled in.

We recommend you use an Adobe Acrobat product to complete the form. You may not be able to complete the form using different software, such as a PDF reader built into your internet browser.

2. Printed off and filled in by hand. Please write clearly in the answer spaces.

### Contents

#### Section 1: About you

#### Section 2: Applications from an individual

#### Section 3: Applications from groups of individuals

#### Section 4: Applications from public bodies or public corporations

#### Section 5: Applications from government departments

#### Section 6: Applications from registered companies, limited liability partnerships and other corporate bodies

#### Section 7: Contact details

#### Section 8: How to contact us

#### Section 9: Where to send your application

#### Section 10: Feedback

#### Appendix 1: Date of birth information for installation and waste activities (applications for a new permit or transferring a permit and variations to a waste activity) only



## Section 1: About you

About you

Tick the box that describes you as the applicant.

- ☐ An individual. Now go to **section 2**.
- ☐ A group of individuals. Now go to **section 3**.
- ☐ A public body or public corporation. Now go to **section 4**.
- ☐ A government department. Now go to **section 5**.
- ☒ A registered company, limited liability partnerships or other incorporated body. Now go to **section 6**.

To apply, you must be the legal operator of the activity or facility. See: <https://www.gov.uk/guidance/legal-operator-and-competence-requirements-environmental-permits#what-a-legal-operator-is>

## Section 2: Applications from an individual

### 2.1 Name of applicant

Title (optional)

First name

Last name

### 2.2 Address of applicant

Address

Postcode

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

Now go to **section 7: Contact details**



## Section 3: Applications from groups of individuals

Examples of groups of individuals include:

- individuals acting jointly
- individuals that are partners in a general or limited partnership (but not a limited liability partnership)
- unincorporated charities, trusts and associations, (unless recognised as a legal person)

### 3.1 Trading or organisation name (if any)

\_\_\_\_\_

Note: we can only issue and transfer permits to named individuals and not to trading or organisation names

### 3.2 Organisation type

\_\_\_\_\_

For example, individuals acting jointly (e.g. a club), general partnership, unincorporated charity

### 3.3 Charity Commission registration number (if any)

\_\_\_\_\_

Some individuals or groups of individuals with recognised charitable status are entitled to reduced permit fees for certain water discharge activities. We need the Charity Commission registration number to check if this applies to this application.

### 3.3 Companies House or Limited Liability Partnership number

\_\_\_\_\_

### 3.4 Names and addresses of individuals

Provide the names and addresses of all individuals acting jointly, or in a general or limited partnership. Enter the name and address of the first individual. Provide a continuation sheet for all remaining individuals.

For corporate partners in a general or limited partnership, provide the company name and registration number on the continuation sheet.

For unincorporated trusts, charities and associations, provide the name and address of the nominated representative who will hold the permit in the organisation's name and all individuals that form the governing body, for example trustees. Use a continuation sheet as necessary.

## Section 3: Applications from groups of individuals, continued

### 3.4a Name of first individual

Title (optional)

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

### 3.4b Address of first individual

Address

Postcode

\_\_\_\_\_

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

### 3.4c Continuation sheet

Document reference of continuation sheet (if any):

\_\_\_\_\_

Now go to **section 7: Contact details**

## Section 4: Applications from public bodies or public corporations

### 4.1 Name of public body or corporation

\_\_\_\_\_

### 4.2 Type of public body or corporation

\_\_\_\_\_

For example, local government body, executive agency, non-departmental public body

### 4.3 Charity Commission number (if any)

\_\_\_\_\_

## Section 4: Applications from public bodies or public corporations, continued

### 4.4 Address of public body or corporation

Address

Postcode

Now go to **section 7: Contact details**

## Section 5: Applications from government departments

### 5.1 Title of Secretary of State for relevant department

Title

For example, Secretary of State for Environment, Food and Rural Affairs

### 5.2 Address of the government department

Address

Postcode

Now go to **section 7: Contact details**

## Section 6: Applications from registered companies, limited liability partnerships and other corporate bodies

### 6.1 Name of company, limited liability partnership or other incorporated body

TMA Bark Supplies Limited

### 6.2 Type of incorporated body

Private Limited Company

For example, private limited company, public limited company, limited liability partnership, incorporated society, charitable incorporated organisation or community interest company

### 6.3 Companies House registration number (if any)

04597067

### 6.4 Charity Commission number (if any)

### 6.5 Additional information if not registered with Companies House or The Charity Commission

If you are not registered with Companies House or The Charity Commission, supply:

- evidence that your company or corporate body is a legal entity
- a description of how you will be the legal operator if you are an overseas company without a UK presence.

This does not apply to variations or surrender applications.

Document reference for evidence/description:

Evidence of legal entity could, for example, include:

- a copy of your Certificate of Incorporation for companies.
- a copy of your Memorandum and Articles of Association for incorporated charities and trusts

## Section 6: Applications from registered companies, limited liability partnerships and other corporate bodies, continued

### 6.6 Principal address or Registered Office of registered company, limited liability partnership or other incorporated body

Address

Bankside  
300 Peachman Way  
Briadland Business park  
Norwich  
Norfolk

Postcode

NR7 OLB

For registered companies and limited liability partnerships this is the office address registered with Companies House. For other incorporated bodies use your principal business address or the address registered with The Charity Commission.

### 6.7 Main business address of registered company, limited liability partnerships or other incorporated body

Address

Postcode

Your main UK business address is required only if your principal or registered office address is overseas.

Now go to **section 7: Contact details**

## Section 7: Contact details

### 7.1 Application contact

Provide the details of someone we can contact about your application. The person must have the authority to act on your behalf.

Title (optional)

Ms

First name

Tracey

Last name

Westbury

Position

Director

Address

Westbury Environmental  
Agriculture House  
Southwater Way  
Telford  
Shropshire

Postcode

TF3 4NR

Phone number

01952879705

Email

info@westburyenv.co.uk

- ☒ Tick if you would like all general communication about this application sent to the above email address.

### 7.2 Contact for receipt of official documents

This question does not apply to applications from individuals acting jointly

Provide the details of someone we can send official documents to, such as notices and copies of permits. For companies this must be a company secretary, clerk or a director.

For partnerships, this must be a person with control or management of the partnership.

- ☒ Tick if the contact is the same as in question 7.1 (application contact). Otherwise complete the details below.

## Section 7: Contact details, continued

Title (optional)

First name

Last name

Position

Email

Telephone number

### 7.3 Operational contact

This is optional for variations and surrenders. We use this information to help us know who to contact about operations at the site, returns and reporting.

☐ Contact details are the same as question 7.1 (application contact)

☐ Contact details are the same as question 7.2 (contact for receipt of official documents)

Otherwise complete the details below.

Title (optional)

Mr

First name

Shane

Last name

Andrews

Address

Bankside  
300 Peachman Way  
Broadland Business Park  
Norwich  
Norfolk

Postcode

NR7 0LB

Phone number

01603 882267

## Section 7: Contact details, continued

Email

shane@tmabark.co.uk

---

### 7.4 Billing contact

Provide a billing contact where we can send invoices, such as the annual subsistence charge

- ☐ Contact details are the same as question 7.1 (application contact)
- ☐ Contact details are the same as question 7.2 (contact for receipt of official documents)
- ☒ Contact details are the same as question 7.3 (operational contact)

Otherwise complete the details below.

Title (optional)

First name

Last name

Position

Address

Postcode

Phone number

Email

**Now fill in Appendix 1 if you are applying for a new permit or transferring a permit for an installation or waste activity.**

This does not apply to applications from public bodies, statutory corporations or government departments.



## Section 8: How to contact us

If you have difficulty filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

**Website:** [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it. More information on how to do this is available at: [www.gov.uk/government/organisations/environment-agency/about/complaints-procedure](http://www.gov.uk/government/organisations/environment-agency/about/complaints-procedure)

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

## Section 9: Where to send your application

Send one electronic copy of your completed application via email to:

- [PSC-WaterQuality@environment-agency.gov.uk](mailto:PSC-WaterQuality@environment-agency.gov.uk) for water discharge activities
- [PSC@environment-agency.gov.uk](mailto:PSC@environment-agency.gov.uk) for waste or installation activities
- [flood.permitting@environment-agency.gov.uk](mailto:flood.permitting@environment-agency.gov.uk) for flood risk activities

Alternatively send one paper copy of your application to:

Integrated Permitting Services  
Environment Agency  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WF

## Section 10: Feedback

We want to make our forms easy to fill in and easy to understand. Please use the space below to give us any comments that you may have about this form. (You don't have to answer this part of the form, but it will help us improve our forms if you do.)

How long did it take you to fill in this form?

We will use your feedback to improve our form. Would you like a reply to your feedback?

- ☐ Yes please
- ☐ No thank you

## Appendix 1: Date of birth information for installation and waste activities (applications for a new permit or transferring a permit and variations to a waste activity) only

This appendix applies to installation and waste operation activities. Only complete if you are applying for a new permit or to transfer an existing one. This does not apply to applications from public bodies, public corporations and government departments

Dates of birth information in this appendix will not be put onto our Public Register

### 1 Are you applying as an individual; group of individuals; or a registered company, Limited liability partnership or other incorporated body?

- ☐ An individual. Now go to 2.
- ☐ A group of individuals. Now go to 3.
- ☒ A registered company, limited liability partnership or other incorporated body. Now go to 4.

### 2 Applications from an individual

Title (optional)

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

Date of birth (DD/MM/YY)

\_\_\_\_\_

### 3 Applications from a group of individuals

Provide the names and dates of birth of all individuals acting jointly, or in a general or limited partnership.

For unincorporated trusts, charities and associations provide the name and date of birth of all individuals that are part of the group's controlling or guiding mind. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

Provide a continuation sheet where necessary.

**First individual**

Title (optional)

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Date of birth (DD/MM/YY)

\_\_\_\_\_

**Second individual**

Title (optional)

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Date of birth (DD/MM/YY)

\_\_\_\_\_

**Third individual**

Title (optional)

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Date of birth (DD/MM/YY)

\_\_\_\_\_

**Fourth individual**

Title (optional)

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Date of birth (DD/MM/YY)

\_\_\_\_\_

**Continuation sheet for additional individuals or corporation**

Document reference of continuation sheet (if any):

\_\_\_\_\_

#### 4 Applications from registered companies, limited liability partnership or other incorporated bodies

For registered companies provide the names and dates of birth of all directors and any company secretary.

For limited liability partnerships provide the names and dates of birth of all partners.

For other incorporated bodies provide the name and date of birth of all individuals that are part of the body's controlling or guiding mind. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

Use a continuation sheet where necessary.

Provide the company name and registration number on a continuation sheet for any corporate:

- directors
- company secretaries
- partners

##### First person

Title (optional)

First name

Shane

Last name

Andrews

Position

Director

Date of birth (DD/MM/YY)

##### Second person

Title (optional)

First name

Graham

Last name

Andrews

Position

Director

Date of birth (DD/MM/YY)

Third person

Title (optional)

First name

Teresa

Last name

Andrews

Position

Director

Date of birth (DD/MM/YY)

Fourth person

Title (optional)

First name

Last name

Position

Date of birth (DD/MM/YY)

Continuation sheet for additional people

Document reference of continuation sheet (if any):



**Application Forms**

Part C2

# Application & Guidance for an environmental permit

## Part C2 – General – varying a bespoke permit



Environment  
Agency

Use this form if you are applying to make a non-administrative variation (change) to the conditions or any other part of your permit.

In addition to this form, you will also need to complete:

- **Part A: about you** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-a-about-you>
- **Part F1: charges and declarations** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-f1-opra-charges-declarations>

You will also need to complete one or more additional part C forms, depending on your proposed change:

- **Part C3: vary a bespoke installation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit>
- **Part C4: varying a bespoke waste operation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c4-varying-a-bespoke-waste-operation-permit>
- **Part C5: vary a permit to a mining waste permit, or vary a bespoke mining waste permit** [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/582774/LIT\\_6785.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/582774/LIT_6785.pdf)
- **Part C6: vary a water discharge activity, groundwater activity, or point source emission to water from an installation** [https://assets.publishing.service.gov.uk/media/66743838d427ab249955cef2/Part\\_C6\\_vary\\_a\\_bespoke\\_water\\_discharge\\_activity\\_and\\_groundwater\\_point\\_source\\_environmental\\_permit.pdf](https://assets.publishing.service.gov.uk/media/66743838d427ab249955cef2/Part_C6_vary_a_bespoke_water_discharge_activity_and_groundwater_point_source_environmental_permit.pdf)
- **Part C7: vary a bespoke groundwater permit to discharge used sheep dip, waste pesticide washing or other waste substances** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c7-varying-a-bespoke-groundwater-permit>

If you are not changing to or adding a different facility type, the additional Part C form will depend on your permitted facility type. For example, if you are proposing to change the conditions of an installation permit, the additional form you need to complete is Part C3.

If you are changing to or adding a different facility type, the additional form you complete will depend on the facility you are changing to or adding.

Some examples are given below:

- Waste operation changing to an installation – if your changes mean that your existing waste operation becomes an installation you will need to fill in **Part C3: vary a bespoke installation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit>
- Installation changing to a waste operation – if your changes mean that your existing installation becomes a waste operation you will need to fill in **Part C4: varying a bespoke waste operation permit** [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf)



- Change to add a waste operation to an installation – if you are applying to add a waste operation to your existing installation you will need to complete application form **Part C4: varying a bespoke waste operation permit** [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf)
- Change to add an installation to a waste operation – if you are applying to add an installation to your existing waste operation you will need to complete application for **Part C3: vary a bespoke installation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit>
- Change to add an inert mining waste operation – if you have an existing permit for a water discharge activity that is integral to the mining waste operation and you wish to vary this permit by adding the requirements for an inert mining waste operation, complete forms Part A, C1 and F1. Please note that we will issue a bespoke permit, but it will resemble the standard rules for mining waste as closely as possible but will not technically be standard rules permit.
- Changing from a standard rule to a bespoke permit – the additional Part C form will depend on the bespoke facility type you are changing to. For example, if you are changing to a bespoke waste operation permit, you will need to complete the **Part C4 form** [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf)
- Change to convert to or add a standard facility – to convert your existing permit to a standard permit or add a standard facility, do not complete this part of the form, but see: **Part C1: vary a standard facilities permit** [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/928394/Application-Part-C1-varying-a-permit-to-change-to-or-add-a-standard-facility.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928394/Application-Part-C1-varying-a-permit-to-change-to-or-add-a-standard-facility.pdf)

To make an administrative change to your permit, do not complete this form. Instead see: **Part C0.5 administrative change to a standard or bespoke permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c05-administrative-variation-of-a-standard-or-bespoke-permit>

To vary (change) your intensive farming permit, do not complete this form. Instead use: <https://www.gov.uk/government/publications/application-to-vary-an-environmental-permit-part-c3.5>

To vary (change) your medium combustion plant/specified generator permit, do not complete this form. Instead see: <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c2.5-vary-to-add-a-new-mcpsg-or-change-an-existing-mcp-or-sg-permit>

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or changing an existing one).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

Please check that this is the latest version of **Part C2 form**: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/928047/Application-for-a-permit-Part-C2-general-varying-a-bespoke-permit.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928047/Application-for-a-permit-Part-C2-general-varying-a-bespoke-permit.pdf)

This form can be:

- Saved onto a computer then filled in. We recommend you use an Adobe Acrobat product to complete the form. You may not be able to complete the form using different software, such as a PDF reader built into your internet browser.
- Printed off and filled in by hand. Please write clearly in the answer spaces.

## **Contents**

- 1 About the permit**
- 2 About your proposed changes**
- 3 Your ability as an operator**
- 4 Environmental risk assessment**
- 5 Site condition report**
- 6 Other supporting information**
- 7 Consultation**
- 8 How to contact us**

**Appendix 1 – Low impact installation checklist**

**Appendix 2 – Date of birth information for Relevant offences and/or Technical competence questions only**

**Appendix 3 – Example site plan**

# 1 About the permit

## 1a Have you spoken to the Environment Agency already about this application?

☐ No

☒ Yes Provide your pre-application reference number. For further information on pre-application advice see **Get advice before you apply for an environmental permit** <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

Pre-application reference number

0360745

Reference for the extra documents

## 1b If we have agreed you can send application information in stages

Provide your proposed timetable giving the dates of when you will submit each piece of information. For further information please see the guidance on **Send environmental permit application information in stages** <https://www.gov.uk/guidance/send-environmental-permit-application-information-in-stages>

Timetable document reference

## 1c Permit number

What is the permit number that this application relates to?

EPR/WE1698AB

This is the permit number starting with 'EPR' and can be found on your subsistence invoice, for example 'EPR/AB1234CD'

## 1d Site details (excludes mobile plant)

What is the site name, address and postcode?

Site name

TMA Bark Supplies Limited

Address

The Old Airfield  
Hungate Common  
Weston Longville  
Norwich

Postcode

NR9 5JF

## 1 About the permit, continued

National grid reference for the centre of the site

TG 09692 15281

Provide the 12-digit Ordnance Survey national grid reference for the centre of the site: for example, ST12345 67890.

There are several online resources available that can help find the grid reference. For example go to the Ordnance Survey website at <https://explore.osmaps.com/?lat=51.776100&lon=-1.894300&zoom=7.0000&style=Standard&type=2d>, locate and right click on the centre of the site.

## 2 About your proposed changes

### 2a Type of variation

What type of variation are you applying for? For examples of the different variation types, see our 'Charging Scheme Guidance' <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#varying-a-permit-charge>.

- ☒ Minor variation
- ☐ Normal variation
- ☐ Substantial variation

### 2b Changes or additions to existing activities

**2b.1** Provide a summary of the changes or additions you want to make to each activity, include details of any changes to discharge points or site boundaries.

**2b.2** Provide further details of your proposed changes or additions in a separate document

This site currently operates under the conditions of standard rules set SR2008 no.11, permit number EPR/WE1698AB.  
This bespoke application has been prepared as the site was assigned the new standard rules set SR2022 No. 1 on 18th December. However, due to the presence of a biodiversity action plan (BAP) in close proximity to the site, it cannot retain this standard rules set.  
This application proposes the same waste activities and waste codes as in standard rules set SR2022 No.1. The site - specific environmental risk assessment considers the risk of waste activities to the nearby BAP.  
Waste is treated and stored outside on hardstanding.

Document reference of the detailed changes or additions

Application Report V1

## 2 About your proposed changes, continued

**2b3** Do you want to remove an activity from your permit?

☒ No

☐ Yes Enter the activity that you are applying to remove in the text box below.

### 2c Consolidate (combine) two or more permits into one

If you have more than one permit on the same site you can apply to combine them into a single permit.

We will combine the existing permits into a single replacement permit. Where we agree to combine the permits, old style permit conditions will be replaced with modern ones that deliver an equivalent standard. An existing condition may be used if it does not have a modern equivalent.

We may require additional information from you, for example, about your management system.

It is advisable to obtain pre-application advice before you apply to combine your permits. See <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

Note: You will need to pay a variation charge for each permit being consolidated. See the 'Consolidate permits through variations' section of our Charging Scheme Guidance <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#consolidate-2-or-more-permits-into-1>.

Do you want to combine two or more permits into one?

☐ Yes – list all the permit numbers you want to combine in Table 1 below.

**Table 1 – Permit numbers**


☒ No – **go to question 2d**

## 2 About your proposed changes, continued

### 2d Consolidate (update) a single permit

We will usually issue a new, updated permit whenever variations are made. If your permit has old style conditions we will usually replace them with modern ones that deliver an equivalent standard. An existing condition may be used if it does not have a modern equivalent.

We do this updating as a regulator initiated variation, so it is not something you need to apply for. If you do not want us to do this, tick the box in 2d.1 below and tell us why.

#### 2d.1

☐ I do not want my permit updated with modern conditions.

Explain your reasons below:

Sometimes we will be unable to update old style conditions as a regulator initiated variation. For example, where the work is disproportionate to the type of variation applied for.

You can still apply to consolidate and update your old-style conditions, but this may incur an additional charge. See the 'Consolidate permits through variations' section of our Charging Scheme Guidance <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#consolidate-a-single-permit>. You will need to include this as part of your overall application charge.

It is advisable to obtain pre-application advice before you apply to update and modernise your permit. See <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

#### 2d.2

☐ I am applying to update and modernise my permit.

### 2e Low impact installations (installations only)

This applies to low-risk installation activities only. If this is not applicable, answer 'No' go straight to **section 3** on the application form.

Read the low impact installation guidance in **appendix 1** to check whether your installations fit the criteria. You must tell us how you meet the criteria in a separate document, giving the document reference in this section.

You must complete the low installation checklist in **appendix 1**. Tick the box to confirm you have filled it in.

## 2 About your proposed changes, continued

**2e.1** Will the changes mean the facility qualifies as a low impact installation?

- ☒ No Now go to section 3
- ☐ Yes If yes, tell us how you meet the low impact installation criteria (see the guidance notes in **Appendix 1**)

Document reference

\_\_\_\_\_

- ☐ Tick the box to confirm you have filled in the low impact installation checklist in Appendix 1 for each regulated facility

## 3 Your ability as an operator

If you are applying to add waste installations or waste operations (relevant waste operations) to a permit that has not previously had them, you need to fill in all of section 3. Otherwise, complete the relevant questions as indicated by the accompanying guidance.

Relevant waste operations are one or both of the following:

- A waste operation (not carried on at an installation or by means of a Part B mobile plant).
- A specified waste management activity (certain installations carrying out waste management activities).

For further details refer to <https://www.legislation.gov.uk/ukxi/2018/1227/regulation/4/made>

When deciding such applications we consider whether you will be competent operator. We look at any unspent relevant convictions; your technical ability; financial competence; and check that you have a management system.

### 3a Convictions for any relevant offences

This question applies to relevant waste operations only. Complete the question if you are applying to add a relevant waste operation to a permit that has not had one before.

It does not apply to applications from public bodies or government departments.

Relevant convictions are explained at: <https://www.gov.uk/government/publications/relevant-conviction-guidance-for-permit-applications-for-waste-activities-and-installations-only>

Do you, or any other relevant person, have any unspent convictions for any relevant offence?

- ☒ No Now go to **question 3b**
- ☐ Yes Please give details below

### 3 Your ability as an operator, continued

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

Position held at the time of the offence

\_\_\_\_\_

Name of the court where the case was dealt with

\_\_\_\_\_

Date of the conviction (DD/MM/YYYY)

\_\_\_\_\_

Offence and penalty set

\_\_\_\_\_

Date any appeal against the conviction will be heard (DD/MM/YYYY)

\_\_\_\_\_

If necessary, use a separate sheet to give us details of other relevant offences and tell us below the reference number you have given the extra sheet.

Document reference

\_\_\_\_\_

☐ Tick this box to confirm you have provided dates of birth for each relevant person in **Appendix 2**.

#### **Relevant person**

##### **For individuals or groups of individuals**

A 'relevant person' is:

- the individual where the permit holder is a sole individual
- all individuals where the permit holder is a group of individuals, (such as individuals in a general or limited partnership)

##### **For registered companies**

A 'relevant person' is the company itself and any:

- director
- company secretary
- manager
- similar corporate officer



### 3 Your ability as an operator, continued

#### For limited liability partnerships

A 'relevant person' is:

- the partnership itself
- all partners

#### For other organisations or bodies

A relevant person is any person who is part of the controlling or guiding mind of the organisation or body. This could be, for example any:

- trustee
- chairperson
- treasurer
- secretary
- person with a similar position

Relevant unspent convictions must be declared whether the relevant person has been:

- convicted of a relevant offence themselves
- held one of the positions above at a time when the organisation or body was convicted of a relevant offence

### 3b Technical ability

Section 3b applies to relevant waste operations only.

Complete the questions if:

- you are adding a relevant waste operation to a permit that has not had one before; or
- your proposed variation will change your current technical competence requirements

'Relevant waste operations' are one or both of the following:

- a waste operation (not carried on at an installation or by means of a Part B mobile plant).
- a specified waste management activity (certain installations carrying out waste management activities). For further details about specified waste management activities refer to 2(4) and 2(5) of <https://www.legislation.gov.uk/uksi/2018/1227/regulation/4/made>

#### 3b.1 Which technical competence scheme are you using?

We need to be satisfied that you will have sufficient technical ability to operate your facility.

To demonstrate your technical ability, you must comply with one of the government approved technical competence schemes. The two schemes currently approved are:

- Chartered Institute of Wastes Management/Waste Management Industry Training and Advisory Board (CIWM/WAMITAB) scheme: <https://ciwmquals.co.uk/competence/>.
- Energy and Utility Skills/Environmental Services Association/ (EU skills/ESA) scheme: <https://www.euskills.co.uk/about/our-industries/waste-management/competence-management-system/>.

### 3 Your ability as an operator, continued

Tick the scheme(s) you are using to demonstrate your technical competence.

☒ CIWM/WAMITAB. Go to question 3b.2

☐ EU skills/ESA. Go to question 3b.3

#### 3b.2 CIWM/WAMITAB scheme

The information you provide in this section must be for the person(s) providing technical competence once the new or changed waste operation starts.

Note: grace periods do not apply to variation applications.

Provide the following information for each technically competent manager (TCM).

Use a separate sheet to provide the information for each TCM where more than one is being provided.

Document reference for continuation sheet, (if applicable):

N/A

#### a. Details of the technically competent manager

Title (Mr, Mrs, Miss and so on)

Mr

First name

Shane

Last name

Andrews

Phone

07734557990

Email

s.andrews@tmabark.co.uk

☒ Tick this box to confirm you have provided the date of birth for the TCM in **Appendix 2**.

Complete table 2 for any other sites where the manager provides technical competence. This includes permits held by other operators and any other sites where they are intending to provide technically competent management.

### 3 Your ability as an operator, continued

Continue on a separate sheet as required.

Table 2		
Permit number	Site address	Postcode

Document reference of the extra sheet (if applicable)

N/A

For information on how much time the TCM must be on site, see: <https://www.gov.uk/guidance/legal-operator-and-competence-requirements-environmental-permits#how-much-time-your-technically-competent-manager-must-be-on-site>.

#### b. Provide evidence of relevant technical competence

Tick the document(s) you are submitting to show evidence of technical competence. The original and continuing competence must be relevant to the activity you are applying for.

##### Primary competence qualification

- ☐ a copy of the primary competence qualification certificate(s)
- ☒ copy of current continuing competence certificate(s). This is required when the original qualification is over 2 years old.

##### Deemed competence

- ☐ evidence of deemed competence and current continuing competence certificate(s)

##### Environment Agency assessed competence

- ☐ evidence of passing an Environment Agency assessment and current continuing competence certificate(s)

##### Transitional provisions (for previously exempt activities)

- ☐ generic knowledge test certificate and current continuing competence certificate(s).

The generic knowledge test option only applies to managers nominated under the 2010 exemption transitional arrangements.

### 3 Your ability as an operator, continued

#### 3b.3 EU skills/ESA scheme

Provide evidence of technical competence.

- ☐ Tick this box to confirm you have included a copy of your Competence Management System (CMS) certificate and any appendices

Now go to question 3c

#### 3c Finances

##### **Section 3c applies to installations, waste operations and mining waste operations only.**

Complete question 3c.1 if you are applying to add a relevant waste operation to a permit that has not had one before.

Otherwise start at question 3c.2 for variations to all landfills, Category A and hazardous waste mining waste facilities.

If you want to change your permit to extend the area of a landfill or mining waste facility as described above, you will need to discuss when is necessary to review the expenditure plan/cost profile for variation.

##### **3c.1 Financial competence – adding a relevant waste operation to a permit that has not had one before.**

Do you or any relevant person or a company in which you (or they) (or any relevant person) were a relevant person, have current or past bankruptcy or insolvency proceedings against you?

- ☐ No
- ☐ Yes Please give details below, including the required set-up costs (including infrastructure), maintenance and clean-up costs for the proposed facility against which a credit check may be assessed.

We may contact a credit reference agency for a report about your business's finances.

See **Environmental permits privacy notice** – <https://www.gov.uk/guidance/environmental-permits-privacy-notice> for how we use your personal information to support environmental permitting.

### 3 Your ability as an operator, continued

Financial provision – variations to a landfill, Category A or hazardous waste mining waste facilities.

When you apply to change your permit, you must also review your financial provision. This is to make sure it covers any changes in liability.

For further guidance for landfills see: <https://www.gov.uk/guidance/landfill-operators-environmental-permits/calculate-your-financial-provision#review-and-change-your-financial-provision>

For further guidance for mining waste facilities see: the 'Financial guarantees' section of 'Environmental Permitting Guidance – The Mining Waste Directive' <https://www.gov.uk/government/publications/environmental-permitting-guidance-the-mining-waste-directive>

#### 3c.2 Do you need to change the amount of financial provision?

You need to provide an expenditure plan. Tell us the document reference here and send the documents with the application form when you've completed it.

☐ Yes Go to question 3c.3

☐ No Provide an explanation in the box below and then go to **question 3d**

#### 3c.3 How do you plan to make financial provision?

You need to satisfy us that you are financially capable of meeting the obligations of the permit, including during aftercare.

Tick the type of financial provision you intend to use:

☐ Renewable bonds

☐ Cash deposits with the Environment Agency

#### 3c.4 Submit your revised expenditure plan

For landfills, include any updated monitoring point plan or monitoring and extraction point plan. For guidance see: (<https://www.gov.uk/guidance/landfill-operators-environmental-permits/calculate-your-financial-provision>).

Document reference for revised expenditure plan

### 3 Your ability as an operator, continued

#### 3d Management systems

##### You must complete section 3d for all variation applications

You must have an effective, written management system in place that identifies and reduces the risk of pollution. You can show this by using a certified scheme or your own system. For guidance on developing a management system see: <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

If you operate more than one site, you need to be able to explain what happens at each site and which parts of the overall management system apply. For example, at some sites you may need to show you are carrying out additional measures to prevent pollution because they are nearer to sensitive locations than others.

For waste and installation activities only: your management system must also explain your resilience to climate change. Explained at: <https://www.gov.uk/guidance/climate-change-risk-assessment-and-adaptation-planning-in-your-management-system>.

For small sewage treatment activities only: your management system must ensure that your sewage treatment system is maintained and run effectively. <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

You can find guidance on management systems here: <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

- ☒ Tick this box to confirm that you have read the guidance and that your management system will meet our requirements

What management system are you providing for your regulated facility?

- ☐ ISO 14001
- ☐ BS 8555 (Phases 1–5)
- ☐ BS EN ISO 14005:2019
- ☐ Green dragon
- ☐ EMAS Global
- ☐ Other
- ☒ Own management system

Please send us a summary of your updated management system and a copy of your accreditation (if applicable) with your application.

Document reference/s

Application Report V1



## 4 Environmental risk assessment

Your environmental risk assessment will need updating to consider any additional or other changes in risk. The risk assessment must show the measures in place to reduce and control risks.

The risk assessment must follow the methodology set out in 'Risk assessments for your environmental permit' (see <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit>), or an equivalent method.

Include modelling reports and files where you have carried out detailed modelling.

If a habitat site is within screening distance, then an additional fee will be required. See <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>

You must provide an updated environmental risk assessment. Your risk assessment should clearly identify any additional or other changes in risk. This does not apply when we can do the risk assessment for you. We can do the risk assessment for you where you are:

- a farmer discharging certain substances to ground
- discharging domestic treated sewage, (depending on volume and site sensitivities)

See 'Risk assessments for your environmental permit' at <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit#when-the-environment-agency-can-do-your-risk-assessment> for further details on when we can do your risk assessment for you.

Document reference(s) for the updated risk assessment, including modelling reports and files where applicable

Application Report V1, Appendix 3 ERA

## 5 Site condition report

This section is applicable to Part A installations, waste and mining waste operations only. Do not complete for mining waste facilities.

This section does not apply to areas of land where waste is permanently deposited, for example areas of landfill, mining waste operations and deposit for recovery. It does apply to any parts of the site where waste will not be permanently deposited, for example a weighbridge area that will not be backfilled with waste.

You can contact us for pre-application advice on site condition reports, see: <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

If you want to make any of the changes listed in question 5a, you will need to submit an updated site condition report (SCR). This must include an updated site plan. For details of what to include on the site plan, see the H5 template linked below.

If you do not currently have an SCR, you should use the **H5 Site Condition Report word template** <https://www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report> to prepare one.

You should keep your SCR up to date throughout the life of your permit. It will help you show how you have protected land and groundwater when you come to surrender your permit.

For SCR guidance and a template see:

<https://www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report>.

## 5 Site condition report, continued

### 5a Are you proposing to make any of the following changes:

- extend your site boundary
- add an installation
- use, produce or release any new hazardous substances
- relocate hazardous substances to a new area within your site?

☒ No **Go to section 6**

☐ Yes Provide a site condition report, or an updated site condition report together with a summary of the changes.

Document reference(s) of your site condition report

\_\_\_\_\_

Document reference(s) of your change summary document

\_\_\_\_\_

For installations, go to question 5b

For waste and mining waste operations, go to **section 6**.

### 5b Stage 1 to 3 assessment for hazardous substances (installations only)

Question 5b only applies to installations.

If you want to make any of the changes listed in question 5b, you will need to update your stage 1 to 3 assessment. If you do not already have a stage 1 to 3 assessment, you will need to carry one out.

For guidance on producing a stage 1 to 3 assessment, see 'EC Commission Guidance concerning baseline reporting (2014/C 136/03)' ([https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0506\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0506(01)&from=EN))

We have also produced a stage 1 to 3 assessment guidance document with worked examples. To request a copy, contact our pre-application service and ask for 'EPR advice note: Stage 1 to 3 assessment'. See: <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

Are you proposing to make any of the following changes:

- use, produce or release any new hazardous substances
- relocate any hazardous substances you currently use, produce or release to a new area within your site boundary?

☐ No **Go to section 6**

☐ Yes Tick to confirm you have included a stage 1 to 3 assessment as part of your updated site condition report

**Go to question 5c**



## 5 Site condition report, continued

### 5c Baseline reference data (installations only)

Section 5c only applies to installations.

If your stage 1 to 3 assessment identifies a risk to soil and groundwater from relevant hazardous substances, you must provide baseline reference data for those substances. You may be unable to provide this information as part of your application. In this situation, it is likely that we will include an improvement condition in your permit. This will require you to submit baseline reference data within a given timeframe.

You will also be required to do periodic monitoring of soil and groundwater if your stage 1 to 3 assessment identified there is a risk to soil and groundwater from relevant hazardous substances.

It is recommended that you plan for this and include details of your proposed monitoring plan in your updated site condition report. The monitoring period in your permit will depend on the severity of the risk.

If your stage 1 to 3 assessment identifies a risk to soil and groundwater from any other potentially polluting substances, we recommend you establish baseline reference data.

**5c.1** Has your stage 1 to 3 assessment identified a risk to soil and groundwater from relevant hazardous substances?

☐ No

☐ Yes Go to question 5c.2

**5c.2** Have you have provided baseline reference data in your site condition report?

☐ No

☐ Yes

**5c.3** Has your stage 1 to 3 assessment identified a risk to soil and groundwater from any other potentially polluting substances?

☐ No Go to section 6

☐ Yes Go to question 5c.4

**5c.4** Have you have provided baseline reference data in your site condition report?

☐ No

☐ Yes

## 6 Other supporting information

### 6a Provide a non-technical summary of your application

Write a summary that explains your application. Summarise the key technical standards and control measures for your proposed changes. Use non-technical language wherever possible and avoid detailed data and scientific discussion. Other parts of the application form will ask for these details when necessary.

For mobile plant, tell us how the proposed changes could impact land quality. Describe the mobility of your plant and how you intend to operate.

## 6 Other supporting information, continued

Document reference of the non-technical summary

Application Report V1

### 6b Updated site plans (not for mobile plant)

If you are extending your site boundary or adding a discharge point you must send us a revised site plan or plans.

For an example of a suitable plan please see **Appendix 3**.

If you are sending us a paper copy of your plan it must be either A3 or A4 size. Alternatively, you can send us an electronic copy. For both formats, the plan must be legible at A4 size, drawn to scale, and include a scale bar. The plan should also include a date, a reference and local features.

For installations, waste and mining waste operations your site plan must also:

- identify all the land on which your activities will take place
- clearly show the outline of the site (preferably in a green colour)

It may be possible to incorporate your site plan into your site condition report plan.

For water discharge or groundwater activity permits your site plan must also show:

- any treatment plant
- the sample point
- the point where the effluent is discharged to the receiving environment

Are you extending your site boundary or adding a discharge point?

☒ No

☐ Yes

Document reference/s of the plans

### 6c Fire prevention plan (not for mobile plant)

You may need to submit a fire prevention plan (FPP) if you want to start storing combustible waste.

You may need to submit a revised FPP if your changes will increase the fire risk in other ways. This could be an increase in the risk of a fire occurring or an increase in the environmental risk if a fire occurs.

You will not need an FPP if both of the following apply:

- you only store waste with low combustibility
- we are satisfied that you can meet the 3 fire prevention objectives without using any of the measures in our FPP guidance (or alternative measures)

See our FPP guidance at: <https://www.gov.uk/government/publications/fire-prevention-plans-environmental-permits>

## 6 Other supporting information, continued

Complete this question if you accept or propose to accept combustible waste.

**6c.1** Does our Fire Prevention Plan guidance apply to any of your activities?

☒ No Go to section 7

☐ Yes Go to question 6c.2

**6c.2** Do you want to start storing combustible waste or will the fire risk increase in other ways?

☐ No

☐ Yes Provide a fire prevention plan or revised fire prevention plan that meets our guidance.

Document reference of the fire prevention plan

N/A

## 7 Consultation

Complete questions 7a to 7c for installations and waste operations and 7d for installations only. You will only need to answer the following questions if your proposed changes will result in the release of any substances to sewer or certain waters.

**Does the change or addition to the waste operation or installation involve releasing any substance into any of the following?**

**7a A sewer managed by a sewerage undertaker?**

☒ No

☐ Yes Please name the sewerage undertaker

N/A

**7b A harbour managed by a harbour authority?**

☒ No

☐ Yes Please name the harbour authority

N/A

**7c Directly into inshore waters?**

☒ No

☐ Yes Please name the relevant Inshore Fisheries and Conservation Authority (<https://association-ifca.org.uk/>)

N/A

## 7 Consultation, continued

### 7d Is the installation on a site for which:

**7d.1** a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

☐ No

☐ Yes

**7d.2** a policy document for preventing major accidents is needed under regulation 5 of the Control of Major Accident Hazards Regulations 2015, or a safety report is needed under regulation 7 of those Regulations?

☐ No

☐ Yes

## 8 How to contact us

If you have difficulty using this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

**Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.**

### Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form?

We will use your feedback to improve our forms and guidance notes

Would you like a reply to your feedback?

☐ Yes please

☐ No thank you

## **Appendix 1 – Low impact installation checklist (if you completed question 2f, low impact installations, you must also complete this checklist below).**

### **Guidance for applicants on low impact installations**

The Industrial Emissions Directive (IED) requires us to permit all installations regardless of their potential for environmental harm.

Consequently, we have developed the Low Impact Installation (LII) permit. If the criteria for LII are met, then a simpler permitting approach is adopted but all other aspects of the Environmental Permitting Regulations (EPR) still apply. LII sites are expected to require minimal regulatory effort by our staff.

Such reduction in regulatory effort can be reflected in lower subsistence charges for operators. The low impact qualifying criteria are demanding, as they are not designed to circumvent the purposes of the IED Directive or the Environment Permitting Regulations that implement them.

We do not consider the following waste activities under Schedule 1 of the Environmental Permitting Regulations to be eligible for the low impact approach:

- Section 5.1 – Incineration and co-incineration of waste
- Section 5.2 – Disposal of waste by landfill
- Section 5.3 – Disposal or recovery of hazardous waste, (except for standard rules SR2012 No13 for the treatment of incinerator bottom ash)
- Section 5.4 – Disposal, recovery or a mix of disposal and recovery of non-hazardous waste
- Section 5.6 – Temporary or underground storage of hazardous waste Requirements on the operator

### **Requirements on the operator**

If you can comply with this guidance, you may pay the lower subsistence charge, as set out in our charges scheme. You must first demonstrate to us that your installation can have only a low impact on the environment through your variation application. We will check that the application is duly made and meets the criteria set out in this guidance. If we do not agree that the installation meets these criteria, we will not proceed to determine the application.

An application for a permit variation must address all the matters set out in the guidance on environmental permitting applications in sufficient detail to allow us to determine it, even if you believe that you are likely to satisfy the LII criteria. You must show through your application that your installation meets each of the conditions set out below. The application might not have to be as detailed as that required for installations that do not meet these criteria. However, it will still need to be made in the proper manner, advertised and entered on the Public Register in the usual way. In coming to our view, we will consider any comments that we receive about the application as part of the consultation process.

The permit conditions for a LII will meet the requirements of the Environmental Permitting Regulations. The permit conditions will also aim to ensure that an installation is operated in such a way that all appropriate measures are taken to avoid pollution, in particular through the application of best available techniques (BAT) and achieving a high level of protection of the environment as a whole. The operator will be required to report each year that the installation is still running as set out in the application and certify that actual releases remain below the levels set out in this guidance.

## Appendix 1 – Low impact installation checklist, continued

Installation reference

\_\_\_\_\_

Low impact installation criterion	Section of supporting document that shows how your proposed activity meets the LII criterion	Do you meet LII criterion?
A – Management techniques		<input type="checkbox"/> Yes <input type="checkbox"/> No
B – Aqueous waste		<input type="checkbox"/> Yes <input type="checkbox"/> No
C – Abatement systems/ releases to air		<input type="checkbox"/> Yes <input type="checkbox"/> No
D – Emissions to groundwater		<input type="checkbox"/> Yes <input type="checkbox"/> No
E – Waste production		<input type="checkbox"/> Yes <input type="checkbox"/> No
F – Energy consumption		<input type="checkbox"/> Yes <input type="checkbox"/> No
G – Accident prevention		<input type="checkbox"/> Yes <input type="checkbox"/> No
H – Noise		<input type="checkbox"/> Yes <input type="checkbox"/> No
I – Emissions of polluting substances		<input type="checkbox"/> Yes <input type="checkbox"/> No
J – Odours		<input type="checkbox"/> Yes <input type="checkbox"/> No
K – Compliance history		<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered 'No' to any of the questions above, your installation cannot be considered as a low impact installation.



## Appendix 1 – Low impact installation checklist, continued

### Determination of low impact installations

We will determine what constitutes a low impact installation according to the principles set out below. You must demonstrate to our satisfaction that such is the nature of the installation, there is no reasonable likelihood that you will fail to meet any of these criteria.

- A. **Management techniques:** All the criteria described below must be met without having to rely on significant management effort. In other words, the installation intrinsically must have only a low environmental impact, including under start up, shut down, or abnormal operating conditions.
- B. **Wastewater:** The installation must not release more than 50 m<sup>3</sup> per day of water from process activities conducted at the installation giving rise to effluent. No account need be taken of the volume of water exported from the installation as product. Characterise and quantify any aqueous effluents released from the installation on a daily basis and provide justification that the installation releases no more than 50 m<sup>3</sup> per day of water from process activities.
- C. **Abatement systems/releases to air:** The installation must comply with the criteria in this guidance without having to rely on active abatement for releases to the environment outside of any buildings. Releases must not be dependent on continuing or correct operation of equipment, where failure of active pollution prevention systems could result in an unacceptable external release. For example, if the installation depends on active abatement in the form of scrubbers, filters or electrostatic precipitators to achieve the releases to the environment set out in this guidance, it is unlikely that it can be treated as having only a low potential for impact. However, abatement systems installed solely for the protection of workers (where abatement is not to attenuate external environmental releases) need not be included in this assessment.
- D. **Emissions to groundwater:** There must be no planned or fugitive emission from the permitted installation into the ground, or any soak away. This does not preclude the discharge of clean rainwater run-off into soak ways.
- E. **Waste production:** The installation must not produce more than one tonne of waste or 10 kg of hazardous waste per day, averaged over a year, with no more than 20 tonnes of Directive waste or 200 kg of hazardous waste being produced in any one day.
- F. **Energy consumption:** The installation must not consume energy at a rate greater than 3 MW or, if the installation uses a combined heat and power installation to supply any internal process heat, 10 MW. These limits apply to the sum of energy imported as electricity and produced on site through the combustion of fuels.
- G. **Accident prevention:** You must have in place satisfactory containment measures to prevent fugitive emissions to surface water, sewer or land and ensure that these are adequately maintained at all times. This requirement applies to all substances present on site and in any quantity.
- H. **Noise:** There must be only a low potential for causing offence due to noise. An installation will not be considered as a low impact installation if it may give rise to noise noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of noise complaint arising from the installation and consideration of the likely offsite noise levels and proximity of sensitive receptors. Describe the main sources of noise from the installation, the nearest noise sensitive locations and any relevant noise measurement surveys which have been undertaken, and the proposed techniques and measures for the control of noise. Provide justification that there is only a low potential for offence due to noise.

## Appendix 1 – Low impact installation checklist, continued

- I. **Emissions of polluting substances:** Justify that there will be no likelihood of a release to the environment of any particular substance from the whole installation at a rate greater than that determined as insignificant as set out in our guidance note (search for ‘Control and monitor emissions for your environmental permit’ at: <https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit>). Describe the nature, quantities and sources of foreseeable emissions from the installation.
- J. **Odour:** There must be only a low potential for giving offence due to odour. An installation will not be considered as a low impact installation if it may give rise to an offensive smell noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of odour complaint from the installation and whether this class of activity is known by experience to give rise to smells. A significant possibility or actual history of excursions or fugitive emissions, for example from stored materials, would suggest that the installation could not be treated as having a low impact. Provide details of potential sources of odour from the installation, for example from stored materials, and justify that there is only a low potential for offence due to odour.
- K. **Compliance history:** If any of the following enforcement actions have taken place at the same installation under the same management (and where appropriate, have not been overturned on appeal), then it will not normally be considered further as a low impact installation:
- prosecution\*
  - formal caution\*
  - suspension notice\*
  - enforcement notice relating to an actual or potential environment incident\*
- \* (All under EPR or the equivalent under previous environmental regimes)



## Appendix 2 – Date of birth information for Relevant offences and/or Technical competence questions only

**Date of birth information in this appendix will not be put onto our Public Register**

### 1 Relevant Offences – date of birth information for each relevant person

Please give us the following details if you have answered ‘Yes’ to question 3a1

Name of relevant person 1

\_\_\_\_\_

Date of birth (DD/MM/YY)

\_\_\_\_\_

Name of relevant person 2

\_\_\_\_\_

Date of birth (DD/MM/YY)

\_\_\_\_\_

Name of relevant person 3

\_\_\_\_\_

Date of birth (DD/MM/YY)

\_\_\_\_\_

Name of relevant person 4

\_\_\_\_\_

Date of birth (DD/MM/YY)

\_\_\_\_\_

Continue on a separate sheet as required

Document reference of continuation sheet

\_\_\_\_\_

## Appendix 2 – Date of birth information for Relevant offences and/or Technical competence questions only, continued


### 2 Technical competence – date of birth information for each technically competent manager

Please give us the following details (relevant waste operations only)

Name of technically competent manager 1

Shane Andrews

Date of birth (DD/MM/YY)



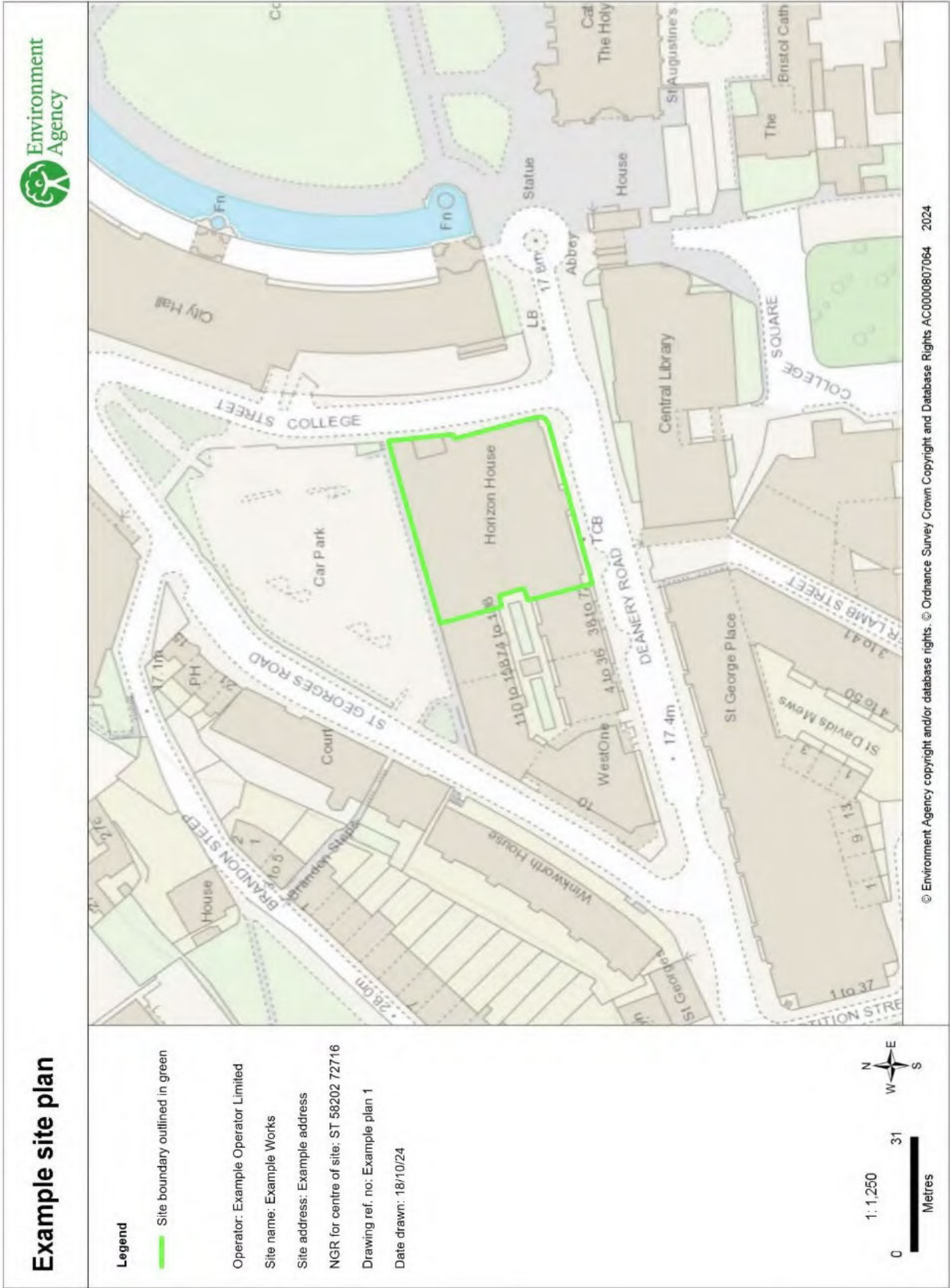
Name of technically competent manager 2

Date of birth (DD/MM/YY)

Continue on a separate sheet as required

Document reference of continuation sheet

Appendix 3 – Example site plan



## **Copyright issue**

Please note that some plans and maps will be copyright. Unless you are using your own maps or plans or have paid for the copyright (for example with Ordnance Survey) you may not have the right to reproduce the map or plan.



**Application Forms**

Part C4

# Application for an environmental permit

## Part C4 – Varying a bespoke waste operation permit



Fill in this part of the form, together with parts A, C2 and F1, if you are applying to vary (change) the conditions or any other part of the permit. Please check that this is the latest version of the form available from our website.

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or making changes to existing ones).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

Please read through this form and the guidance notes that came with it.

The form can be:

- 1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

It will take less than three hours to fill in this part of the application form.

### Contents

- 1 What waste operations are you applying to vary?
  - 2 Point source emissions to air, water and land
  - 3 Operating techniques
  - 4 Monitoring
  - 5 How to contact us
- Appendix 1 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes
- Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations

## 1 What waste operations are you applying to vary?

Fill in Table 1a with details of what you are applying to vary.

Fill in a separate table for each waste operation you are applying to vary. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given this document.

Document reference

Application Report V1

### Types of waste accepted

For each line in Table 1a, fill in a separate document to list those wastes you will accept on the site for that operation, giving the List of Wastes catalogue code (search for 'Technical guidance on how to assess and classify waste' at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)). If you need to exclude waste from your activity or facility by restricting the description, quantity, physical nature, hazardous properties, composition or characteristic of the waste, include these in the document. Send it to us with your application form.

**1 What waste operations are you applying to vary?, continued****Table 1a – Waste operations which do not form part of an installation**

Name of the waste operation	Description of the waste operation	Annex I (D codes) and Annex II (R codes) and descriptions	Hazardous waste treatment capacity (if this applies) (See note 1)	Non-hazardous waste treatment capacity (if this applies) (See note 1)
Add extra rows if you need them. If you do not have enough room, go to the line below or send a separate document and give us the document reference here	Use the description from the guidance. Include any extra detail that you think would help to accurately describe what you want to do			
Waste treatment to produce soil and soil substitutes	AR1 - treatment of waste to produce soil, soil substitutes and aggregates	R3: Recycling/reclamation of organic substances which are not used as solvents.		
		R5: Recycling/reclamation of other inorganic materials		
	AR2 - storage of waste	R13: Storage of wastes pending any of the operations numbered R1 to R12		
For all waste operations	Total storage capacity (see note 2)			50,000.00
	New total if varying to increase			
	Annual throughput (tonnes each year)			75,000.00
	New total if varying to increase			

**1 What waste operations are you applying to vary?, continued****Notes**

1 By 'capacity', we mean:

- the total landfill capacity (cubic metres) for landfills
- the total treatment capacity (tonnes each day) for waste treatment
- the total storage capacity (tonnes) for waste-storage operations

2 By 'total storage capacity', we mean the maximum amount of waste in tonnes you store on the site at any one time.

Please provide the document reference. You can use Table 1b as a template.

If you want to accept any waste with a code ending in 99, you must provide more information and a full description of the waste in the document, (for example, detailing the source, nature and composition of the waste). Where you only want to receive specific wastes within a waste code you can provide further details of the waste you want to receive. Where a waste is dual coded you should use both codes for the waste.

Document reference

Application Report V1

**Table 1b – Template example – types of waste accepted and restrictions**

Waste code	Description of the waste
Example	Example
02 01 08*	Agrochemical waste containing hazardous substances
18 01 03*	Infectious clinical waste, not contaminated with chemicals or medicines – human healthcare (may contain sharps) for alternative treatment
17 05 03*/17 06 05*	Non-hazardous soil from construction or demolition contaminated with fragments of asbestos cement sheet

**1c Deposit for recovery purposes (see the guidance notes on part C4)**

Are you applying for a waste recovery activity involving the permanent deposit on waste on land for construction or land reclamation (including landfill restoration)?

No ☒ Go to section 2

Yes ☐

Are you applying for an inert landfill permit that includes a restoration activity using waste?

No ☐ Go to section 2

Yes ☐ Please send us a copy of your restoration plan in accordance with our guidance at <https://www.gov.uk/guidance/landfill-operators-environmental-permits/restore-your-landfill-site>

Have we advised you during pre-application discussions that we believe the activity is waste recovery?

No ☐ Go to section 2

Yes ☐

Have there been any changes to your proposal since the discussions?

No ☐

Yes ☐

Please send us a copy of your waste recovery plan that complies with our guidance at <https://www.gov.uk/guidance/waste-recovery-plans-and-permits>. You need to highlight any changes you have made since your pre-application discussions. Also give us the reference number of the document with your justification.

**Please note that there is an additional charge for the assessment of a waste recovery plan that must be submitted as part of this application. For the charge see <https://www.gov.uk/topic/environmental-management/environmental-permits>.**

Document reference



## 2 Point source emissions to air, water and land

Fill in Table 2 below with details of the point source emissions that result from the operating techniques at each of your waste operations.

Fill in one table for each waste facility.

**Table 2 – Emissions**

Name of the waste operation		Waste treatment to produce soil and soil substitutes		
<b>Point source emissions to air</b>				
Emission point reference and location	Source	Parameter	Quantity	Unit
None				
<b>Point source emissions to water (other than sewers)</b>				
Emission point reference and location	Source	Parameter	Quantity	Unit
None				
<b>Point source emissions to sewers, effluent treatment plants or other transfers off site</b>				
Emission point reference and location	Source	Parameter	Quantity	Unit
None				
<b>Point source emissions to land</b>				
Emission point reference and location	Source	Parameter	Quantity	Unit
None				

## Supporting information

### 3 Operating techniques

#### 3a Technical standards

Fill in Table 3a for each waste operation you refer to in Table 1a above and list the ‘appropriate measures’ you are planning to use. If you are using the standards set out in the relevant technical guidance(s) (TGN) there is no need to justify using them within your documents in Table 3a.

You must justify your decisions in a separate document if:

- there is no technical standard
- the technical guidance provides a choice of standards, or
- you plan to use another standard

This justification could include a reference to the Environmental Risk Assessment provided in part C2 of the application form.

Table 3a should summarise:

- the operations undertaken
- the measures you will use to control the emissions from your process, as identified in your risk assessment or the relevant technical guidance
- how you will meet other standards set out in the relevant technical guidance

#### Table 3a – Technical standards

Fill in a separate table for each waste operation.

Waste operation		
Description of the waste operation Add extra rows if you need them	Appropriate measure (TGN reference)	Document reference (if appropriate)
Physical Treatment of Waste	Non-Hazardous and inert waste: appropriate	gov.uk
Storage of Waste	measures for permitted facilities	
	Control and monitor emissions for your	gov.uk
	environmental permit	

In all cases, describe the type of facility or operation you are applying for and provide site infrastructure plans, location plans and process flow diagrams or block diagrams to help describe the operations and processes undertaken. Give the document references you use for each plan, diagram and description.

Document reference

Application Report V1

#### 3b General requirements

Fill in a separate table for each waste operation.

#### Table 3b – General requirements

Name of the waste operation	
If the technical guidance or your risk assessment shows that emissions of substances not controlled by emission limits are an important issue, send us your plan for managing them	Document reference or references Appendix 3, Dust Management Plan
If the technical guidance or your risk assessment shows that odours are an important issue, send us your odour management plan.  If your activity type is listed in the guidance document ‘Control and monitor emissions for your environmental permit’ as needing an odour management plan, or your risk assessment shows that odours are an important issue, you need to send us your odour management plan.	Document reference or references N/A
If the technical guidance or your risk assessment shows that noise or vibration are important issues, send us your noise or vibration management plan (or both)	Document reference or references N/A

### 3 Operating techniques, continued

We may need to ask for management plans or risk assessments in other circumstances based on our regulatory experience. If you are unsure as to whether you need to submit a management plan with your application, please discuss this with the Environment Agency prior to submission.

Search for 'Risk assessment for your environmental permit' at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

#### 3c Information for specific sectors

For some of the sectors, we need more information to be able to set appropriate conditions in the permit. This is as well as the information you may provide in sections 5, 6 and 7. For those activities listed in Table 3c, you must answer the questions in the related document.

**Table 3c – Questions for specific sectors**

Sector	Appendix
Recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes	See the questions in appendix 1
Inert landfill and deposit of waste on land for construction, land reclamation, restoration or improvement	See the questions in appendix 2

### General information

#### 4 Monitoring

##### 4a Describe the measures you use for monitoring emissions by referring to each emission point in Table 2 above

You should also describe any environmental monitoring. Tell us:

- how often you use these measures
- the methods you use
- the procedures you follow to assess the measures

Document reference

N/A

##### 4b Point source emissions to air only

Provide an assessment of the sampling locations used to measure point source emissions to air. The assessment must use M1 (search for 'M1 sampling requirements for stack emission monitoring' at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)).

Document reference of the assessment

N/A

#### 5 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

**Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.**

## Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form?

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

☐

No thank you

☐

### For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐

Amount received

£

## Plain English Campaign's Crystal Mark does not apply to appendices 1 to 2.

### Appendix 1 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

**1 Please provide an accurate and reliable characterisation of your compost like outputs (CLO). This should be based on sampling and analysis of the CLO produced by the treatment (MBT) process over a 12-month period and in accordance with section 2 of TGN 6.15**

Document reference

**2 Please provide an agricultural benefit assessment for the use of your CLO. This should be based on section 2 of TGN 6.15 and should be signed and dated by an appropriate technical expert**

Document reference

**3 Please provide a site-specific risk assessment of risks to soil and food chain receptors. This should be based on Schedule 2 of TGN 6.15 and include a map with a green outline showing the boundary of the area being treated and include:**

- locations where the waste will be stored and spread
- any spring, well or borehole used to supply water for domestic or food production purposes that is within 250 metres of the area being treated
- any spring, well or borehole not being used for domestic or food production purposes that is within 50 metres of the area being treated
- any European designated sites (candidate or Special Area of Conservation, proposed or Special Protections Area in England and Wales or Ramsar Site) or Sites of Special Scientific Interest (SSSI) which are within 500 metres of the place where waste is to be stored or spread
- the location of public rights of way
- any Groundwater Source Protection Zones
- surface watercourses
- any buildings or houses within 250 metres of the area being treated
- land drains within the boundary

Document reference

**4 Are the technical standards and measures fully in line with those set out in section 3 of TGN 6.15?**

No ☐ Provide justification for departure from TGN 6.15 and a copy of the proposed technical standards, measures or procedures

Document reference

Yes ☐

### Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations

**1 Please provide your Environmental Setting and Site Design (ESSD) report**

Document reference

Note: You should use the Environment Agency template to help you develop an environmental setting and site design (ESSD) report.

**2 Please provide your Waste Acceptance Procedures (including Waste Acceptance Criteria)**

Document reference

**3 Have you provided a hydrogeological risk assessment (HRA) for the site?**

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

**4 Have you completed an outline engineering plan for the site?**

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

**5 Have you provided a stability risk assessment (SRA) for your site?**

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

## Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations, continued

### 6 Have you completed a monitoring plan for the site?

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

### 7 Have you completed a plan for closing the site and procedures for looking after the site once it has closed?

No ☐ If no for deposit for recovery activities please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ For inert waste landfill you must provide a closure plan

Document reference

## Spreading waste to support plant growth

### 8a Does the activity involve the deposit of waste to create or treat a growing medium (R10 for land treatment)?

No ☐

Yes ☐

### 8b If you answered 'yes' to question 8a, does the R10 activity include the spreading of waste to improve the quality of the growing medium (e.g. soil conditioner to improve existing soil profile)?

No ☐

Yes ☐ Go to question 8c

### 8c If you have answered 'Yes' to question 8b, have you completed a benefit statement?

No ☐ Please explain why

Document reference

Yes ☐

Note: Refer to our guidance when completing your statement (including EPR 8.01, section 6).



**Application Forms**

Part F1

# Application for an environmental permit Part F1 – Charges and declarations



We recommend you use an Adobe Acrobat product to complete the form. You may not be able to complete the form using different software, such as the PDF reader built into your internet browser

Fill in this part for all applications for:

- installations (excluding new permit and variation applications for intensive farming. Use application form Part B3.5 or C3.5 instead)
- waste operations
- mining waste operations
- medium combustion plant
- specified generators
- water discharges (excluding treated domestic sewage effluent discharges of up to 15 cubic metres (15m<sup>3</sup>) a day into ground or up to 20 cubic metres (20m<sup>3</sup>) a day to surface water)
- groundwater activities (excluding small discharges of 15m<sup>3</sup> per day or less if using Part B6.5 OR existing small discharges to Source Protection Zone1 if using Part B6.6)

Please check that this is the latest version of the form available from our website.

Please read through this form and the guidance notes that came with it.

The form can be:

- 1) saved onto a computer and then filled in.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

We anticipate it will take less than 3 hours to fill in this form if you have all the necessary information available.

## Contents

- 1 Working out charges**
- 2 Payment**
- 3 Privacy notice**
- 4 Confidentiality and national security**
- 5 Declaration**
- 6 Application checklist**
- 7 How to contact us**
- 8 Where to send your application**



# 1 Working out charges

You must fill out this section for all applications except for waste mobile plant and Part B surrender notifications.

You have to submit an application fee with your application. For guidance on the fee and how to pay your charges, please see our charging guidance (<https://www.gov.uk/government/publications/environmental-permitting-charges-guidance>) and the current charging scheme <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>. You can also contact us for pre-application advice to help work out the charges.

Please note that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit.

**Table 1 – Type and number of facilities being applied for**

For example, if you are submitting one installation application, enter the number one into the first column.

Installation	Waste	Mining waste	Medium Combustion Plant (MCP)/ Specified Generator (SG)	Water discharge	Groundwater activity
	1				

**Table 2 – General application charge (A)**

Charge activity reference from the charging scheme tables	Charge activity description from the charging scheme tables	What are you applying for? For example, a new permit, minor variation, normal variation, substantial variation, surrender, low risk surrender, transfer	Amount
e.g. 1.17.3	e.g. Section 5.2 – landfill for hazardous waste	e.g. transfer application	e.g. £5,561
1.16.12	Physical treatment of non- hazardous waste	Variation from standard rules to a bespoke permit	£7,930
Total A			£7,930

## 1 Working out charges, continued

Table 3 – Additional assessment charges (B)

Part 1.19 Charges for plans and assessments			Tick appropriate
Reference	Plan or assessment	Charge	
1.19.1	Waste recovery plan or variation or revision of a waste recovery plan.	£1,231	<input type="checkbox"/>
1.19.2	Habitats assessment (except where the application activity is a flood risk activity, water discharge or groundwater activity).	£779	<input type="checkbox"/>
1.19.3	Fire prevention plan (except where the application activity is a farming installation).	£1,241	<input type="checkbox"/>
1.19.4	Pests management plan (except where the application activity is a farming installation).	£1,241	<input type="checkbox"/>
1.19.5	Emissions management plan (except where the application activity is a farming installation).	£1,241	<input checked="" type="checkbox"/>
1.19.6	Odour management plan (except where the application activity is a farming installation).	£1,246	<input type="checkbox"/>
1.19.7	Noise and vibration management plan (except where the application activity is a farming installation).	£1,246	<input type="checkbox"/>
1.19.8	Ammonia modelling assessment	£620	<input type="checkbox"/>
1.19.9	Dust and bio-aerosol management plan.	£620	<input type="checkbox"/>
1.19.10	Habitats assessment for discharges to water and groundwater activities.	£2,035	<input type="checkbox"/>
1.19.11	Specific Substances Assessment for a water discharge activity to surface water.	£3,774	<input type="checkbox"/>
1.19.12	Specific Substances Assessment for a groundwater activity.	£1,546	<input type="checkbox"/>
1.19.13	Advertising	£500	<input type="checkbox"/>
Total B			£1,241

### Total charges

Add the total charges from Table 1 to the total charges from Table 2 (total A plus total B)

£9,171

## 2 Payment

You must fill out this section for all applications except for waste mobile plant and Part B surrender notifications.

Tick below to show how you have paid.

- ☐ Cheque
- ☐ Credit or debit card
- ☒ Electronic transfer (for example, BACS)

### Cheques

You should make cheques payable to 'Environment Agency' and make sure they have 'A/c Payee' written across them if it is not already printed on.

## 2 Payment, continued

Please write the name of your company and application reference number on the back of your cheque. We will not accept cheques with a future date on them.

### Credit/debit cards

If you are paying by credit or with debit card we will call you. We can accept payments by Visa, MasterCard or Maestro card only.

☐ Call me to arrange payment by debit or credit card

### Electronic transfer BACS

If you choose to pay by electronic transfer, you will need to use the following information to make your payment:

Company name	Environment Agency
Company address	SSCL (Environment Agency), PO Box 797, Newport Gwent, NP10 8FZ
Bank	RBS/NatWest
Address	London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London EC2M 4RB
Sort code	60-70-80
Account number	10014411
Account name	EA RECEIPTS
Payment reference number	PSCAPPXXXXYYY

You need to create your own reference number. It should begin with PSCAPPWASTE (Waste), PSCAPPINST (Installation), PSCAPPWQ (Water Quality) (to reflect the facility type) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

You should also email your payment details and reference number to [ea\\_fsc\\_ar@gov.sscl.com](mailto:ea_fsc_ar@gov.sscl.com).

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWBK60708010014411 and our SWIFTBIC number is NWBKGB2L.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Provide a unique reference number for the application, i.e. do not only use the company name only

PSCAPPWASTETMABA001

State who is paying (full name and whether this is the agent/applicant/other)

Shane Andrews

Fee paid

£9,171

Date payment sent (DD/MM/YYYY)

30/05/2025

### 3 Privacy notice

The Environment Agency runs the environmental permit application service.

See <https://www.gov.uk/guidance/environmental-permits-privacy-notice> for how we use your personal information in services to support environmental permitting.

### 4 Confidentiality and national security

#### Confidentiality

We will normally put all the information in your application on a public register of environmental information. However, we may not include certain information in the public register if this is in the interests of national security, or because the information is confidential.

You can ask for information to be made confidential by enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application. You can find guidance on confidentiality in ‘Environmental permitting guidance: core guidance’, published by Defra and available at <https://www.gov.uk/government/publications/environmental-permitting-guidance-core-guidance--2>.

Only tick the box below if you wish to claim confidentiality for parts of your application

☐ Please treat the specified information in my application as confidential

#### National security

You can tell the Secretary of State that you believe including information on a public register would not be in the interests of national security. You must enclose a letter with your application telling us that you have told the Secretary of State and you must still include the information in your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

You can find guidance on national security in ‘Environmental permitting guidance: core guidance’, published by Defra and available at <https://www.gov.uk/government/publications/environmental-permitting-guidance-core-guidance--2>

You cannot apply for national security via this application.

Now fill in section 5

### 5 Declaration

If you knowingly or recklessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

A relevant person should make the declaration (see the guidance notes on part F1). An agent acting on behalf of an applicant is NOT a relevant person.

Each individual (or individual trustee) who is applying for their name to appear on the permit must complete this declaration. You will have to print a separate copy of this page for each additional individual to complete.

If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration. You must fill in the declaration directly below; the person receiving the permit must fill in the declaration under the heading ‘For transfers only’.

## 5 Declaration, continued

Note: we will issue a letter to both current and new holders to confirm the transfer. If you are changing address we will need to send this letter to your new address; therefore please tell us your new address in a separate letter.

If you are unable to trace one or more of the current permit holders please see below under the transfers declaration.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

- ☒ Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)
- ☐ I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)
- ☐ Tick this box if you do not want us to use information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)

### Name

Title

Mr

First name

Shane

Last name

Andrews

on behalf of (if relevant; for example, a company or organisation and so on)

TMA Bark Supplies Limited

Position (if relevant; for example, a company or organisation and so on)

Director

Today's date (DD/MM/YYYY)

06/06/2025

### For transfers only – declaration for person receiving the permit

A relevant person should make the declaration (see the guidance notes on part F1). An agent acting on behalf of an applicant is NOT a relevant person.

I declare that the information in this application to transfer an environmental permit to me is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

Note: If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration as above. Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

## 5 Declaration, continued

- ☐ Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)

Name

Title

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

on behalf of (if relevant; for example, a company or organisation and so on)

\_\_\_\_\_

Position (if relevant; for example, a company or organisation and so on)

\_\_\_\_\_

Today's date (DD/MM/YYYY)

\_\_\_\_\_

Now go to section 6

## 6 Application checklist

You must fill in this section.

If your application is not complete, we will return it to you. If you aren't sure about what you need to send, contact us before you submit your application. For further information on pre-application advice, see <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>.

You must do the following:

- ☒ Complete legibly all parts of the application form that are relevant to you and your activities
- ☒ Identify relevant supporting information in the form and send it with the application
- ☒ List all the documents you are sending in the table below.
- ☒ For new permit applications or any changes to the site plan, provide a plan that meets the standards given in the guidance note on part F1
- ☐ Provide a supporting letter for any claim that information is confidential
- ☒ Get the declaration completed by a relevant person (not an agent)
- ☒ Send the correct fee

6 Application checklist, continued

Continue on an extra sheet if necessary.

Question reference	Document title	Document reference
Form C2 Question 2b.2	Application Report	Application Report V1
Form C2 Question 3d	Application Report	Application Report V1
Form C2 Question 2	Environmental Risk Assessment	Application Report V1, Appendix 2, Environmental Risk Assessment
Form C2 Question 6	Application Report	Application Report V1
Form C4 Question 1	Application Report	Application Report V1
Form C4 Question 3a	Application Report	Application Report V1
Form C4 Question 3b	Dust Management Plan	Application Report V1, Appendix 3 Dust Management Plan

Document reference

N/A

## 7 How to contact us

If you have difficulty filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422549 (Monday to Friday, 8am to 6pm)

Email: [\*\*enquiries@environment-agency.gov.uk\*\*](mailto:enquiries@environment-agency.gov.uk)

Website: [\*\*www.gov.uk/government/organisations/environment-agency\*\*](http://www.gov.uk/government/organisations/environment-agency)

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

## 8 Where to send your application

For how many copies to send see the guidance note on part F1.

Please send your filled in application form and supporting documents to:

For water discharges and groundwater activities by email to

[\*\*PSC-WaterQuality@environment-agency.gov.uk\*\*](mailto:PSC-WaterQuality@environment-agency.gov.uk)

For waste, installations, medium combustion plant and specified generators by email to

[\*\*PSC@environment-agency.gov.uk\*\*](mailto:PSC@environment-agency.gov.uk)

For large electronic documents (too large for email attachment) you can upload your applications to file sharing sites and send us a link to download the documents. Alternatively, you can send more than one email with documents attached.

Or by post to:

Permitting Support, NPS Sheffield  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WF

Do you want all information to be sent to you by email?

- ☐ Please tick this box if you wish to have all communication about this application sent via email (we will use the details provided in the Part A form).



## Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

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☐ No

☐ Yes

Amount received (£)

\_\_\_\_\_



## **Drawings**

21/006c 002 V3 Site Layout Plan

Woodforde Farm	
Client	TMA Bark Supplies Limited
Title	Site Layout Plan V3
Dwg No.	21/006c 002 V3
Site	The Old Airfield, Hungate Common, Weston Longville, Norwich NR9 5JF
Scale	Not to scale
Date	20/05/2025

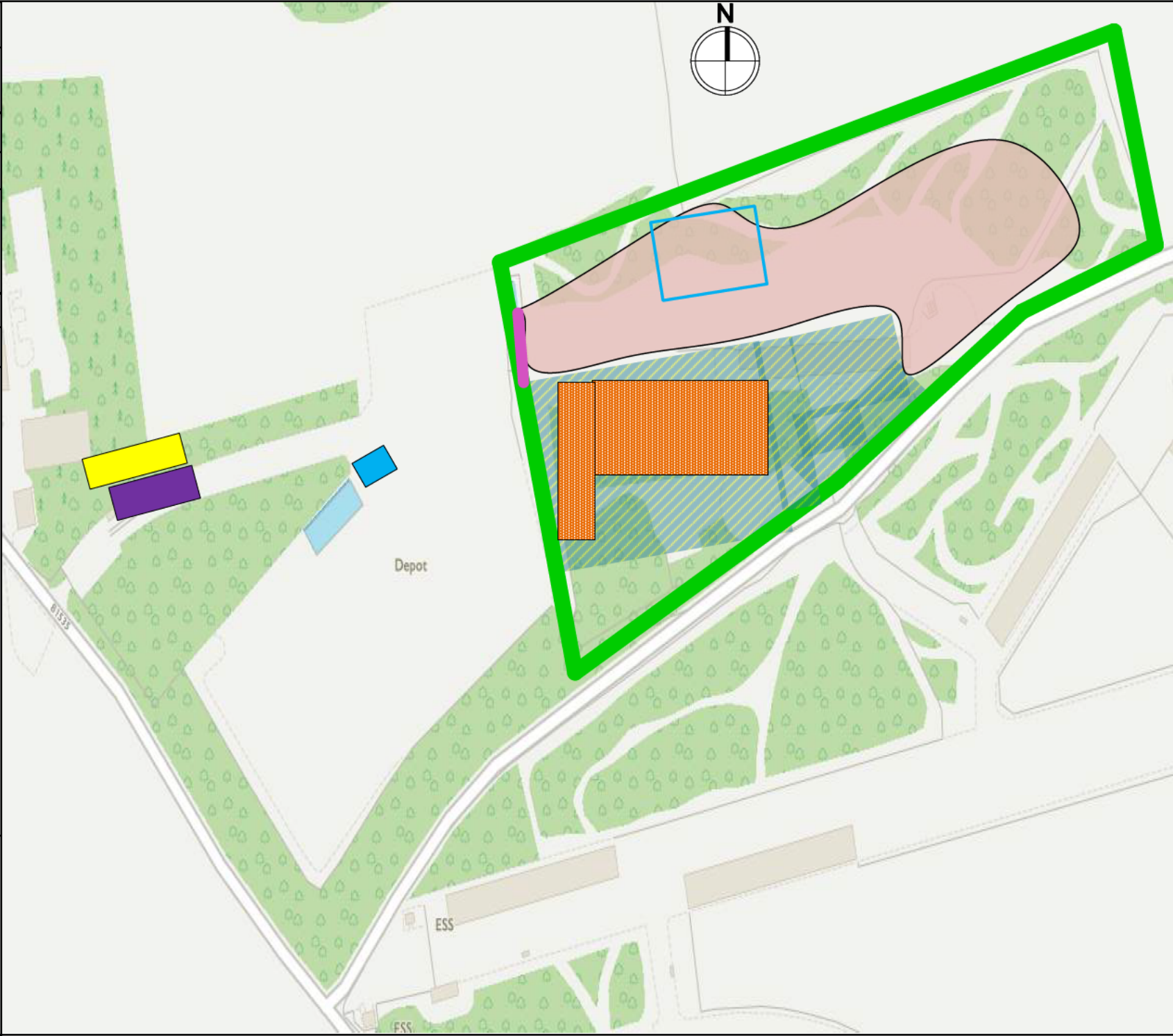
**Key**

- Permit Boundary
- Entrance / exit
- Waste Storage and Treatment Area
- Office
- Building
- Weighbridge
- Quarantine Area
- Water Bowser
- Impermeable Concrete Pad
- Hardstanding



Agriculture House,  
Southwater Way,  
Telford,  
TF3 4NR

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[www.westburyenv.co.uk](http://www.westburyenv.co.uk)





## **Appendix 1**

### Evidence of Technically Competent Management





**Qualification Title:**

**WAMITAB Level 4 Low Risk Operator Competence for Non-Hazardous Treatment to Produce Soil**

**Qualification Accreditation Number:**

601/8513/2

**This Certificate is awarded to**

**Shane Andrews**

Verification date: 23/11/2021

Authorised:

Katie Cockburn  
Director of Qualifications and Standards

Learner ID: 28781

Certificate No.: 5189130

Date of Issue: 26/11/2021

FE535201-67E7-4F9C



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00160441





## Units achieved by

**Shane Andrews**

### Units gained:

Level

A/508/0756	Maintain health and safety in the waste resource management industry *	
F/508/0757	Manage the environmental impact of work activities *	
K/508/0980	Manage transfer and disposal from non-hazardous waste treatment and recovery operations	L4
M/508/0995	Manage site operations for the treatment of non-hazardous waste	L4

Verification date: 23/11/2021

Authorised:

Learner ID: 28781

Certificate No.: 5189130

Date of Issue: 26/11/2021

\*Unit/s marked with an asterisk have been achieved previously

Katie Cockburn  
Director of Qualifications and Standards

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00160442





# Operator Competence Certificate

**Title:**

**Non-Hazardous Treatment to Produce Soil**

**This Certificate is awarded to**

**Shane Andrews**

Verification date: 23/11/2021

Authorised:

Director of Qualifications and Standards

Learner ID: 28781

Certificate No.: 5189130

Date of Issue: 26/11/2021

CIWM Chief Executive Officer



The Chartered Institution  
of Wastes Management

This certificate is jointly awarded by WAMITAB and the Chartered Institution of Wastes Management (CIWM) and provides evidence to meet the Operator Competence requirements of the Environmental Permitting (EP) Regulations, which came into force on 6 April 2008.



00160443



# Continuing Competence Certificate

**This certificate confirms that**

**Shane Andrews**

**Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 10/07/2023**

TMNH	Treatment - Non Hazardous Waste
TSNH	Transfer - Non Hazardous Waste
AC	Aerobic Composting

**Expiry Date:**  
**10/07/2025**

Verification date: 29/06/2023

Authorised:



Professional Services Director

Learner ID: 28781

Certificate No.: 5229388

Date of Issue: 10/07/2023



CIWM Chief Executive Officer



The Chartered Institution  
of Wastes Management







## **Appendix 2**

### Environmental Risk Assessment



Data and Information				Judgement				Action (By Permitting)	
Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
<p>Local human population – Residential dwellings located within the vicinity of the Site.</p> <p>Nearest residential dwelling; 660m NE from the Site.</p>	Releases of dusts and micro-organisms (bioaerosols)	Harm to human health - respiratory irritation and illness	Air transport then inhalation	Low	Medium	Low	<p>Permitted waste types are non-hazardous and do not comprise dusts, powders or loose fibres and have a very low potential to produce bioaerosols.</p> <p>Site activities that have the potential to generate dust include the tipping of waste into stockpiles, stored waste in the open being whipped by wind, screening of waste and vehicle/plant movement.</p> <p>Movement of waste has the potential to emit dust. There is potential for increased dust generation from permitted activities during prolonged dry periods.</p> <p>It is considered that due to the size of the dust particles, the majority of dust is likely to be deposited within 250m of the source.</p>	<p>Strict waste acceptance procedures will be in place to ensure that loads comprising mainly dust, fibres or loose fibres are not accepted on Site.</p> <p>Water will be used to dampen the site surface to minimise dust emissions from the movement of the waste, and for dampening down stockpiles of waste to reduce the risk of wind whipping.</p> <p>Activities, causing dust emissions, will be temporarily ceased in accordance with the Risk Matrix included in the Dust Management Plan.</p>	Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
							<p>The predominant wind is from the southwest.</p> <p>There is a screen of dense woodland that separates the Site from the nearest residential receptors.</p>		
		Nuisance - dust on cars, clothing etc.	Air transport then deposition	Medium	Low	Low	As above.	As above.	Low
Nearby habitats	Litter	Nuisance, loss of amenity and harm to human health	Air transport then deposition	Low	Medium	Medium	<p>Permitted waste types have a low potential to produce litter.</p> <p>Strict waste acceptance criteria will be applied within the Environmental Management System (EMS) to ensure incoming loads of waste that have a high litter content are rejected.</p>	Any litter found will be collected and disposed of regularly to keep the Site tidy.	Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
Local human population – Residential dwellings located within the vicinity of the Site.  Nearest residential dwelling; 660m NE of the Site.  Nearest road; B135 310m W of the Site.	Waste, litter and mud on local roads.	Nuisance, loss of amenity, road traffic incidents, potential for resuspension of dust.	Vehicles entering and leaving the site.	Low	Medium	Low	Local residents are often sensitive to waste, litter, mud on roads.  Permitted waste types have a low potential to produce litter.	There will be wheel cleaning facilities to wash mud off vehicles exiting the Site.  The Site Inspection Checklist within EMS ensures regular inspection of local roads to prevent mud and debris build-up.	Low
Local human population – Residential dwellings located within the vicinity of the Site.  Nearest residential dwelling; 660m NE of the Site.	Odour	Nuisance, loss of amenity	Air transport then inhalation	Low	Low	Low	Local residents often sensitive to odour, however permitted waste types have a low potential to give rise to odour.	Waste imported onto the Site will be checked to ensure that it does not contain malodorous materials. This is controlled by the Waste Acceptance Procedures.	Very Low
	Noise and vibration	Nuisance, loss of amenity, loss of sleep	Noise through the air and vibration through the ground	Low	Medium	Low	Local residents are often sensitive to noise and vibration.  Activities at site such as vehicle movements and waste treatment (screening) are a potential source of noise. Due to the surrounding	All plant and equipment will be maintained in accordance with the manufacturers' recommendations to minimise noise generation. Noise control measures are	Very Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
							woodland areas and the distance of the site from local receptors, it is considered that there is a low risk of noise becoming a nuisance to local human population.	carried out in line with the Noise Control procedure outlined in the EMS.  All staff are required to report any unusual or abnormal noise to the Site Manager.	
Local human population – Residential dwellings located within the vicinity of the Site.  (as above)	Scavenging animals and scavenging birds	Harm to human health - from waste carried off site and faeces. Nuisance and loss of amenity	Air transport and over land	Low	Medium	Low	Permitted waste types unlikely to attract scavenging animals and birds but may become breeding / nesting sites.	Implementation of strict waste acceptance procedures will ensure that materials likely to attract scavenging animals are not accepted on to the site.  Regular housekeeping will minimise the risk from scavenging animals.  Waste storage procedures will mitigate the risk of waste becoming breeding or nesting sites by	Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
								limiting the maximum storage durations for waste.	
	Pests (e.g. flies)	Harm to human health, nuisance, loss of amenity	Air transport and over land	Low	Medium	Low	Permitted waste types unlikely to attract pests. The permitted waste types are not putrescible.	As above.	Low
Nearest residential dwelling; 660m NE of the Site	Flooding of site	Run off produced from the Site	Flood waters	Medium	Low	Medium	The Site is located within Flood Zone 1. The site is very low risk of flooding from surface water, rivers, and the sea.	Waste accepted to the site will be controlled by strict waste acceptance procedures.	Very Low
Local human population and / or livestock after gaining unauthorised access to the Site	All on-site hazards: wastes, machinery and vehicles	Bodily injury	Direct physical contact	Medium	Low	Low	The structures, equipment and machinery located on the Site are secured outside of operation / manned hours.	<p>The Site will be constantly manned during operational hours.</p> <p>Inspections will be carried out to ensure that the plant on the Site is sufficiently maintained, in order to reduce malfunction and accidents. Records will be kept of any accidents / incidents on the site to identify any issues.</p>	Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
<p>Local human population – Residential dwellings located within the vicinity of the Site.</p> <p>Nearest residential dwelling; 660m NE of the Site</p>	<p>Arson and / or vandalism causing the release of polluting materials to air (smoke or fumes), water or land.</p>	<p>Respiratory irritation, illness and nuisance to the local population. Injury to staff, firefighters or arsonists / vandals. Pollution of water or land.</p>	<p>Air transport of smoke. Spillages and contaminated firewater by direct run-off from site and via surface water drains and ditches</p>	Low	Low	Low	<p>Permitted waste types do not include any flammable materials so a low magnitude of risk is estimated.</p>	<p>Procedures contained within the Environmental Management System (EMS) will identify and minimise the risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances (including fire and spillages). The EMS contains procedures with regards to the risks from arson / vandalism i.e. site security measures.</p>	Very Low
	<p>Accidental fire causing the release of polluting materials to air (smoke or fumes), water or land.</p>	<p>Respiratory irritation, illness and nuisance to the local population. Injury to staff or firefighters. Pollution of water or land.</p>	As above.	Low	Low	Low	<p>Permitted waste types do not include any flammable / combustible materials so a low magnitude of risk is estimated. Permitted activities do not include the burning of waste. Contravening waste has the potential to be flammable.</p>	<p>The EMS will contain procedures and forms relating to accidents and incidents on the Site and what actions to take should one occur.</p> <p>Contravening waste will be stored separately and removed from</p>	Very Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
								site at the earliest opportunity. In the event of a fire, fire suppression equipment is available on Site including a fire extinguisher in the Site office, water in the water bowser and soils to smother the flames.	
All surface waters close to and downstream of Site.	Spillage of liquids, leachate from waste, contaminated run-off from waste e.g. containing suspended solids	Acute effects: oxygen depletion, fish kill and algal blooms. Chronic effects: deterioration of water quality	Direct run-off from site across ground surface, via surface water drains, ditches etc. Indirect run-off via the soil layer.	Medium	Low	Low	No point source emissions to water are present.  Waste types are inert and non-hazardous, so harm is likely to be temporary and reversible.	Strict waste acceptance procedures will ensure that no contaminated waste will enter the Site.	Low
Groundwater – The Site is located in a Groundwater Source Protection Zone3 – Total Catchment	As above.  Treatment of non-hazardous waste on an impermeable surface.	Chronic effects: contamination of groundwater, requiring treatment of water.	Infiltration through hardstanding then transport through soil / groundwater then extraction.	Low	Medium	Low	The Site is located in a Groundwater Source Protection Zone 3 – Total Catchment and is reported to be in an area of low risk of flooding.  Waste types are inert and non-hazardous, so harm is likely to be temporary and reversible.	Waste acceptance procedures implemented on the Site will ensure that no contaminated waste types are accepted onto the site. Implementation of the EMS will ensure that no substances contaminate the	Low





Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
								groundwater at the Site.	
Protected sites – Protected Habitats, European sites and SSSIs  Protected Habitat (Biodiversity Action Plan) located <10m to the south of the Site.	Contaminated surface run off.	Toxic contamination of surrounding surface water or ground water	Surface water drainage	Low	Low	Low	Waste types are inert and non-hazardous, so harm is likely to be temporary and reversible.  There are no European sites or SSSI's within 1km of the Site.  Permitted waste types are unlikely to produce toxic runoff.	Waste accepted to the site will be controlled by strict waste acceptance procedures.	Low
No European sites or SSSIs located within 1km,	Release of dust from Site	Smothering of plants and vegetation, reduced plant life	Atmospheric dispersion	High	Medium	Medium	Waste treatment is carried out outside. Dust produced from waste treatment activities, such as screening and crushing, as well as wind whipping from waste stockpiles, is likely to impact the nearby protected habitat.	Strict waste acceptance procedures will be in place to ensure that loads comprising mainly dust, fibres or loose fibres are not accepted on Site.  Stockpiles will be dampened down during dry/windy periods to minimise dust emissions.	Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
	Noise and vibration	Disturbance of wildlife resulting in a reduction of biodiversity.	Noise through the air and vibration through the ground	High	Medium	Medium	As above	Plant/equipment is inspected as part of the of the daily inspection checklist to minimise noise.  All staff are to receive training to be able to report any unusual or abnormal noise.	Low
	Vermin and pests	The attraction of pests can lead to predation on local wildlife and increased litter.	Air transport and over land	Low	Low	Low	Permitted waste types are construction and demolition wastes which are unlikely to attract vermin / pests.  Contravening waste may have the potential to attract vermin and pests. Contravening waste will be stored in containers in small volumes for short periods of time before being removed from Site.	Implementation of strict waste acceptance procedures will ensure that materials that could attract scavenging animals are not accepted on to the site.  Regular housekeeping, involving picking up litter will minimise the risk from scavenging animals.  The implementation of the requirements of the Waste storage procedures will minimise the	Very Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
								potential for waste becoming breeding / nesting sites by limiting the maximum storage times for waste.	



## **Appendix 3**

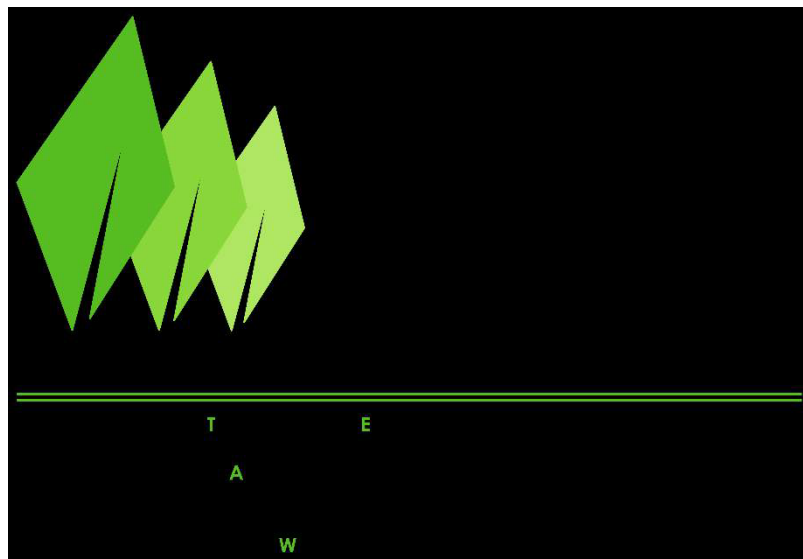
### Dust Management Plan



# Dust Management Plan

TMA Bark Supplies Limited

The Old Airfield,  
Hungate Common,  
Weston Longville,  
Norwich,  
NR9 5JF





**Document Control Table**

Project Reference	21/006h
Project Title	Bespoke Permit Application
Document Title	Dust Management Plan
Document Issue Date	06 June 2025
Client	TMA Bark Supplies Limited
Status	Issued

**Change log**

Version	Comment	Produced by	Checked by	Date
1	Dust Management Plan	Sian Wilcox	Tracey Westbury	06 June 2025



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## Drawings

21/006c 002 V3	Site Layout Plan
21/006c 001 V2	Sensitive Receptors V2

## Appendices

Appendix 1	Inspection Checklist
Appendix 2	Complaints Form



## 1. Introduction

- 1.1. Westbury Environmental Limited has prepared this Dust Management Plan on behalf of TMA Bark Supplies Limited (the Operator).
- 1.2. This Dust Management Plan has been prepared in relation to waste activities carried out under Environmental Permit EPR/WE1698AB at The Old Airfield, Hungate Common, Weston Longville, NR9 5JF (Site).
- 1.3. The Site extends to an area of approximately 6.2 hectares. The location and extent of the Site is shown in the Site Layout, Drawing No. 21/006c 002 V3.
- 1.4. This Dust Management Plan provides information on the sources, risks and mitigation measures related to the potential of dust from the waste operations carried out on the Site.

### Definitions used within this report

- 1.5. Dust is a generic term for particulate matter and covers airborne particles in the size range of 1 to 75µm (micrometres) in diameter:
  - Particles less than 10µm are '*small*'.
  - 10µm to 30µm are termed '*intermediate*'.
  - Particles above 30µm are termed '*large*'.
- 1.6. Large and intermediate dust particles are often referred to as nuisance dust, whilst small particles are associated with effects on human health.
- 1.7. Dust generated from the waste operations undertaken on this Site and the movement of plant and vehicles are commonly of *larger* particle size.
- 1.8. The larger particle fraction of dust can create a potential nuisance in the community or impact on the environment. It is normally perceived as an accumulated deposit on surfaces such as window ledges, paintwork, and other horizontal surfaces e.g., car roofs. When the rate of accumulation is sufficiently rapid to cause noticeable fouling, discolouration, or staining (and decreasing time between cleaning) then the dust is generally considered to be a nuisance. The visibility of dust clouds themselves may also give rise to such impacts.

### Content of the Dust Management Plan

- 1.9. This Dust Management Plan will form part of the Environmental Management System (EMS) for the Site. Procedures and Forms referenced within this Dust Management Plan is included within the EMS. Completed forms (records) are kept, as required by conditions included in an Environmental Permit.
- 1.10. This Dust Management Plan is structured as follows:
  - Section 2 provides a summary of the relevant legislation and guidelines.
  - Section 3 provides information relating to the Site setting, including the location of the Site and nearby sensitive receptors.
  - Section 4 provides a summary of the operations carried out on the Site and the delivery of material to the Site.
  - Section 5 provides information on the Site management and the mitigation measures employed at the Site.
  - Section 6 provides a risk matrix for the cessation of dust generating activities.
  - Section 7 provides information on how dust emissions are monitored at the Site.
  - Section 8 provides a summary of what happens when an alarm is triggered.
  - Section 9 provides a description of how complaints can be made and how they are addressed by the Site management.





## 2. Relevant legislation

- 2.1. The Air Quality Strategy (AQS) for England, Scotland, Wales and Northern Ireland fulfils the requirement under Part IV of the Environment Act 1995 for a national air quality strategy which sets out policies for improving ambient air quality and keeping these under review. The first strategy, the National Air Quality Strategy (NAQS), was published in March 1997. In January 1999, proposals to amend the strategy were put out for consultation and a consultation document was produced. Following consultation, a revised version of the strategy was published in January 2000. This was further revised in 2007 and has not been revised since this date.
- 2.2. The AQS provides a framework for air quality control through air quality management and air quality standards and objectives for different pollutants (including particulate matter). These air quality standards and objectives were transposed into English Law by the Air Quality (Standards) Regulations 2010.

### **Air Quality Management Area (AQMA)**

- 2.3. The system of local air quality management (LAQM) was introduced under the Environment Act 1995. LAQM requires local authorities to periodically review and assess the current and future quality of air in their areas. Where it is determined that an air quality objective is not likely to be met within the relevant period, the authority must designate an AQMA.
- 2.4. The Site is not located within an AQMA.

### **Low Emission Zone (LEZ)**

- 2.5. A LEZ is an area that has restrictions on the type and age of vehicles permitted in it, therefore, vehicles emitting high levels of pollution can be prevented from entering and operating within the zone.
- 2.6. The Site is not located within a LEZ.

### 3. Site location and sensitive receptors

#### Site Location

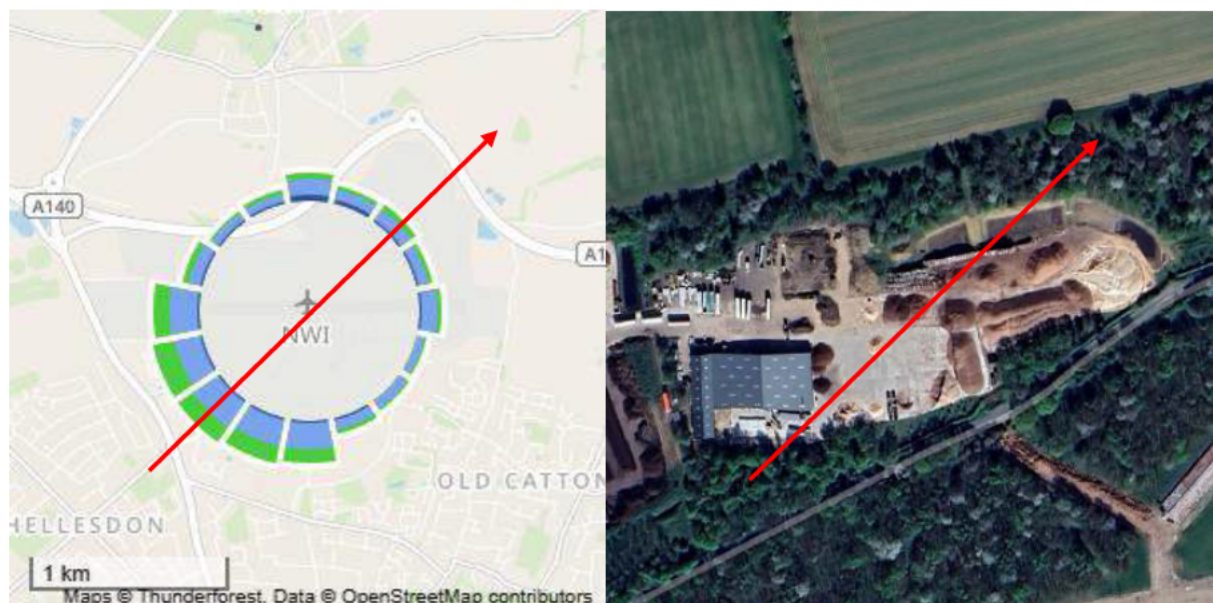
- 3.1. The Site is located at The Old Airfield, Hungate Common, Weston Longville, Norwich, NR9 5JF (Site). The permit boundary is shown on the Site Layout Drawing No. 21/006c 002 V3.
- 3.2. The Site is located at National Grid Reference (TG 09688 15275) approximately 14.5km northwest of central Norwich.
- 3.3. The Site extends to an area of approximately 6.2 hectares.
- 3.4. The Site is located in a largely agricultural area, with commercial buildings such as Cap Trac (building equipment hire) and Perfect Plantings Nursery located within 500m northwest of the site. The disused site of RAF Attlebridge, which is now predominantly used as farm land, borders the site to the South.
- 3.5. The Site is located in a Groundwater Source Protection Zone (SPZ) Zone 3 – Total Catchment.

#### Meteorology

- 3.6. Unlike many other atmospheric pollutants, the generation of dust is particularly dependent upon weather conditions.
- 3.7. The prevailing meteorological condition at any site is dependent upon many factors, including its location in relation to macroclimatic conditions as well as more site specific, microclimatic conditions. The most significant meteorological factor is the predominant wind direction and wind speeds, and consequently data has been collected regarding the predominant wind speeds and directions appropriate to the Site.
- 3.8. Wind speed and direction data have been obtained from Norwich International Airport. Norwich International Airport is located approximately 12.7km east of the Site.
- 3.9. The predominant wind direction blows towards the north-east.

**Figure 3.1 Wind rose diagram from Norwich International Airport**

**Arrow indicates predominant wind direction**



#### Sensitive Receptors

- 3.10. This Dust Management Plan identifies all types of receptors within 1km of the Site that may be sensitive to dust emissions, see Drawing No 21/006c V2 Sensitive Receptors.



- 3.11. The distance from the Site boundary to the sensitive receptor plays an important role in the potential impact experienced from airborne dust. Concentrations of airborne dust reduce significantly further away from the source.
- 3.12. Due to the nature of the materials being handled on this Site the particle size of the dust emitted is of intermediate to large particles. Therefore, it can be concluded that these particles are highly likely to be deposited within 250m of the source.
- 3.13. Sensitive receptors to the north-east of the Site are considered most at risk from fugitive emissions due to the predominant wind direction being from the south-west.
- 3.14. The direction and distances from the boundary of the Site to the boundary of sensitive receptors are provided in Table 3.1.

**Table 3.1: Sensitive Receptors within 1km of the Site boundary**

No	Receptor	Type of Receptor	Bearing from Site	Approx Distance from Site boundary to receptor boundary (m)
1	Cap Track	Commercial	West	390
2	Perfect Plantings Nursery	Commercial	West	440
3	Residential Properties	Residential	Northwest	714
4	Archery Club	Leisure	Northwest	520
5	Residential Property	Residential	Northeast	660
6	Residential Property	Residential	Northeast	790
7	Residential Properties	Residential	Northeast	850
8	Residential Properties	Residential	East	780
9	Residential Properties	Residential	East	900
10	Weston Longville Solar Farm (Solar Panels)	Solar Farm	Southeast	360
11	Weston Longville Solar Farm (Entrance)	Solar Farm	Southwest	360
12	Building and Maintenance Norfolk	Commercial	South	715
13	Specialist Control Systems	Commercial	South	900
14	466 BG Memorial – Memorial Park	Leisure	South	670
15	Commercial Units	Commercial	Southwest	810
16	Deciduous Woodland	Protected Habitat	South	<10
17	Deciduous Woodland	Protected Habitat	South	200

- 3.15. Several residential properties are situated to the northeast and east of the site. Although some of these properties lie in the predominant wind direction, they are separated from the site by a dense woodland area. There is a significant distance between these properties and the site.

#### **Other Dust Sources**

- 3.16. Nearby activities that are likely to cause dust emissions are shown in Table 3.2. Other Likely Sources of Dust.



- 3.17. Whilst these have been identified as likely sources of dust emissions, any construction within the vicinity of the Site is also likely to generate dust.

**Table 3.2 Other likely sources of dust**

<b>Company</b>	<b>Address</b>	<b>Type of Business</b>	<b>Approximate distance &amp; location from Site boundary</b>
TMA Bark Supplies Limited – Open Composting	The Runway, Woodforde Farm, Weston Longville, Norwich, NR9 5LG	Open Composting	<10m West
TMA Bark Supplies Limited – Bark Product Production	The Runway, Woodforde Farm, Weston Longville, Norwich, NR9 5LG	Bark Supplies	On site



## 4. Operations at the Site

- 4.1. Waste is delivered onto the Site by Heavy Good Vehicles (HGV's). The movement of vehicles visiting and moving around on the Site has the potential to cause dust emissions, particularly in dry and windy conditions. A 5mph speed limit and the minimisation of vehicle movements are enforced on the Site to help minimise the amount of dust generated by vehicle wheels.
- 4.2. All vehicles delivering or removing waste to/from the site, Company owned or third party, will be closed or sheeted, to minimise dust release in transit.
- 4.3. Vehicles enter the Site via the principal access to the Site, see Site Layout Drawing No. 21/006c 002 V3.
- 4.4. Vehicles are directed to the weighbridge prior to depositing waste in the relevant storage area.
- 4.5. Wastes are stored and treated outside in an area along the northern boundary of the Site, see Site Layout Drawing No. 21/006c 002 V3.

### Overview of Waste Operations

- 4.6. Specific operations carried out on the Site are listed below with further information regarding the potential for these activities to cause dust emissions:
  - Vehicle Movements
    - The movement of vehicles within the Site has the potential to cause dust emissions, particularly in dry and windy conditions.
    - Mud could be tracked out of the Site by vehicles potentially causing dust emissions from the road surface.
  - Waste Treatment Activities
    - Sorting.
    - Separation.
    - Screening.
    - Crushing.
  - Waste Storage
    - Waste is stored in stockpiles outside.
    - Waste stockpiles have the potential to cause dust emissions from wind whipping.

### Site Layout

- 4.7. The layout of the Site is shown on the Site Layout Drawing No. 21/006c 002 V3.
- 4.8. Waste treatment is competed outdoors in an area along the northern boundary of the Site.
- 4.9. Incoming waste is tipped off directly on to the ground within the waste treatment and storage area of the Site.
- 4.10. Waste is stored in stockpiles that are located outdoors in the waste storage and treatment area of the Site.
- 4.11. Incoming waste may be separated into different stockpiles depending on the nature of the waste.

### Plant and Equipment

- 4.12. The following equipment is used on the Site for the waste operations:
  - Screener
  - 360° grabber
  - Loading shovels and grabs





- 4.13. All the plant and equipment used on the Site are subject to maintenance checks in accordance with the procedures within the EMS.
- 4.14. All plant is operated in a proper manner with respect to minimising emissions, for example, switching off plant when not in use and no-revving of engines etc. The Operator implements a policy of replacing older machinery with new, lower emission machinery as it becomes available and as the business development allows.
- 4.15. All mobile and fixed plant on Site is subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts.
- 4.16. Site management undertake or delegate additional preventative maintenance checks on a frequent basis, see Appendix 1 Inspection Checklist, to ensure the following:
- Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment.
  - All plant engines and/or generators are powered down and completely shut off prior to cessation of operations on any given day.
  - Plant which is not in use for any extended period is stored at least 6 metres from waste.
  - All plant and equipment vehicles are fitted with fire extinguishers in the cab. Rubber strips are not considered appropriate as they are usually removed via uneven and bumpy ground.
  - Dust from processing operations on Site can settle throughout the working day onto processing plant, plant exhausts and engine parts. After cessation of works, dust/fluff is removed from equipment using brushes, cloths etc and deposited into a container to await removal from Site.
- 4.17. A 'no-idling' policy is in place which ensures that engines are switched off when vehicles or plant are not in use. This policy will ensure that tail pipe emissions are significantly reduced.

#### **Waste - Dust Potential**

- 4.18. The waste types accepted at the Site that have a significant potential to cause dust have been identified in the table below. These have been assigned a "low", "medium" or "high" risk level for the potential to generate dust emissions.

**Table 4.1: Potential of waste types to produce dust emissions**

Waste types	Processes waste type subjected to	Dust potential
Concrete, bricks, tiles, ceramics.	Storage	Low
	Handling and treatment	Medium
Soils and Stones	Storage	Medium
	Handling and treatment	High



## 5. Dust management and mitigation

### Responsibility for Implementation of the Dust Management Plan

- 5.1. The Site Manager is responsible for the implementation of the Dust Management Plan and for ensuring that the mitigation strategies in place are adhered to. Where the Site Manager is unavailable to oversee the implementation of dust suppression measures, a suitably experienced Site Operative is delegated responsibility from the Site Manager.
- 5.2. This Dust Management Plan will be reviewed every four years, after a complaint, at the request of the Environment Agency, or when a change in operations is deemed to have a potential effect on dust emissions. The review process will amend any mitigation measures that have been identified as areas for improvement in reducing dust emissions from the Site.
- 5.3. All staff members have received the necessary training to deliver dust suppression measures detailed within this Dust Management Plan. All staff are given training on the EMS for the Site, which includes a Dust Procedure. All staff on the Site are trained on the Dust Procedure which includes details regarding mitigation measure and monitoring/recording visual inspections. Site procedures are communicated between staff via EMS training and regular toolbox talks. Where new dust suppression measures are implemented, training is provided to ensure staff remain competent. This training is delivered by the Site Manager.

### Sources and Control of Fugitive Dust Emissions

- 5.4. Table 5.1 details the potential sources of dust on the Site and which mitigation measures are implemented in order to break the source-pathway-receptor routes for dust emissions.
- 5.5. Table 5.2 lists the mitigation measures to control dust emissions at the Site.
- 5.6. The following dust mitigation measure are always implemented on Site:
  - Minimising drop heights.
  - Use of water sprays that are integral to treatment equipment.
  - Covering of conveyors.
- 5.7. The following dust mitigation measures will always be enacted on Site if there is not significant rainfall:
  - Use of a water hose around waste treatment and movement activities.
- 5.8. The following dust mitigation measures are implemented on an as needs basis that is determined by the Site operative after consideration of the checks made on Site:
  - Hose pipe to spray water on stored materials.
  - Hose pipe to spray water on Site surface.

**Table 5.1: Source-pathway-receptor routes**

Source	Pathway	Receptor	Type of Impact	Where relationship can be interrupted
Movement of vehicles and plant on site surfaces and local roads	Atmospheric dispersion from the wheels on surfaces	Surrounding sensitive receptors, the B1535 and Rectory Road.	Airborne particulates causing a nuisance.	<p>A water bowser is available on Site to dampen the Site surface in warm, dry and windy conditions.</p> <p>A strict 5mph speed limit is enforced on Site. Lower vehicle speeds will minimise resuspension of mud and dust as airborne particulates.</p> <p>All vehicles are checked before they leave the Site to ensure no mud will not be tracked out beyond the Site access road. All incoming/outgoing vehicle loads are sheeted.</p> <p>Any mud observed on the public highways from the Site is cleaned by way of road sweeper.</p>
Operation of waste treatment and movement equipment.	Atmospheric dispersion of dust produced by movement of materials within equipment.	Surrounding sensitive receptors.	Airborne particulates and build of dust.	<p>Movements of vehicles and equipment are kept to a minimum to minimise double handling and subsequent dust emissions.</p> <p>Drop heights are kept to a minimum at all times.</p>
Handling and storage of wastes.	Atmospheric dispersion	Surrounding sensitive receptors	Airborne particulates and build of dust.	<p>Drop heights from equipment and vehicles are kept to a minimum at all times to reduce the risk of dust emissions.</p> <p>During periods of dry or windy weather, or if the material is considered fine/dusty material, stockpiles will be dampened down prior to and during waste movement/handling.</p> <p>Operations may be temporarily ceased in accordance with the Risk Matrix presented in Section 6.</p> <p>Weather conditions are assessed at the end of the day to identify if stockpiles need to be further dampened down to minimise the risk of dust emissions occurring outside of operational hours.</p> <p>At the end of the day any build-up of dust/fluff is removed using on-Site hoses and rags and deposited into a wheelie bin.</p>





Table 5.2: Mitigation Measures

Mitigation Measure	Description / Effect	Use on Site	Trigger for implementation	How is it implemented?	Further mitigation if not effective
<b>Preventative Measures</b>					
Boundary Fences and Walls	The Site does not have any boundary walls or fences in the waste treatment and storage area. The Site is surrounded by areas of dense woodland.	All operations are contained within the site boundary.	No trigger – part of the infrastructure.	N/A	If excessive dust emissions are continued to be observed leaving the Site boundary, then the further mitigation measure(s) are triggered e.g. dampening down of Site surfaces.
Site speed limit, 'no idling' policy and minimisation of vehicle movements on Site.	Reducing vehicle movements reduces dust emissions from the Site. Enforcement of the speed limit and limiting movements will reduce the chance and amount of re-suspension of dust by vehicle wheels.	There is a no-idling policy in place on the Site for vehicles.  Vehicle movements are minimised by ensuring that the double handling of materials is avoided where possible.  A 5mph speed limit is enforced on the entire Site.	Speed limit signage.  Enforcement of speed limit by Site Manager and constant observation and reminders by Site operatives.	These measures are implemented by staff training on the EMS and speed limit signs on the Site.	If excessive dust emissions are continued to be observed leaving the Site boundary, then the further mitigation measure(s) are triggered e.g. dampening down of Site surfaces.  If excessive dust emissions from vehicle movements continue after these measures, then operations shall cease.
Minimising drop heights for waste.	Minimising the height at which waste is dropped should reduce the distance over which dust could be blown and dispersed by winds.	The EMS will require that the handling of waste material on Site should be minimised at all times.  Staff are trained on minimising drop heights.	This measure is implemented whenever the Site is operational i.e. whenever material is being moved.	By plant operators lowering the grabs, shovels etc. on the equipment being used to move potentially dusty materials.	Surfaces and stockpiles will be dampened to minimise dust generation.  If excessive dust emissions continue after these



Mitigation Measure	Description / Effect	Use on Site	Trigger implementation for	How is it implemented?	Further mitigation if not effective
					measures, then operations shall cease.
Good housekeeping	Having a consistent, regular housekeeping regime that is supported by management, will ensure the Site is regularly checked and issues remedied to prevent and remove dust build up.	The EMS implemented on the Site will have a specific procedure for enforcing good housekeeping. On-Site litter is collected and disposed of daily by a Site Operative to keep the Site tidy.	These measures are implemented whenever the Site is operational.	Good housekeeping is implemented by following the housekeeping procedure within the EMS and by carrying out Site inspections. Details of housekeeping checks are included in the Inspection Checklists, see Appendix 1 Inspection Checklist. Completed Maintenance Checklists are reviewed by the Site Manager on the day that they are completed.	If excessive dust emissions are continued to be observed leaving the Site boundary, then the further mitigation measure(s) will be triggered e.g., dampening down of surfaces.
Wheel washing	Vehicles exiting the have access to a water bowser and hoses to facilitate wheel washing where necessary to prevent the tracking of mud out on to local roads.	The Site has access to a water bowser and hoses to clean the wheels and bodies of lorries leaving the Site.	All vehicles have access to the wheel washing equipment on the Site.	Vehicles are directed to the available hoses to wash mud/dust from wheels.	A road sweeper will be hired and deployed should the wheel wash be ineffective.
Sheeting of vehicles	All vehicles delivering or removing waste are sheeted/enclosed to minimise dust release in transit.	The EMS states that all vehicles entering / exiting the Site must be sheeted to minimise the likelihood of dust emissions. Excessively dusty loads will not be accepted onto the Site.	Loading of potentially dusty materials on to a vehicle is followed by closing of the sheet covers on that vehicle.  Visual observation of incoming vehicles will take place.  All vehicles carrying waste to the Site are sheeted at all times unless being loaded or unloaded.	The sheeting on the vehicle checked to ensure proper coverage before the vehicle is allowed to leave the site.  Incoming vehicles that are not sheeted are rejected from the site or sheeted immediately.	If excessive dust emissions are continued to be observed leaving the Site boundary, then the further mitigation measure(s) will be triggered. e.g., dampening down of materials.
Ceasing operations during high winds and/or	Mobilisation of dust and particulates is likely to be greater during periods of strong winds or exceptionally dry	During exceptionally dry and/or windy conditions, if any operations / Site movements cause or are likely to cause visible dust	If excessive dust is being generated by the operations, then the Site Manager will notify	The Site Manager makes the decision to cease activities that are causing the dust emissions.	If excessive dust emissions from Site continue after these measures, then



Mitigation Measure	Description / Effect	Use on Site	Trigger for implementation	How is it implemented?	Further mitigation if not effective
exceptionally dry conditions.	conditions and hence ceasing operation at these times may reduce peak pollution events.	<p>emissions beyond the Site boundary, or if abnormal dust emissions are observed within the Site, Site waste operations may be suspended to avoid further dust emissions.</p> <p>The weather conditions at the Site are considered and recorded at the start of each working day so that the day's work may be planned to take in regard any potential dust emissions. If the wind speed and direction are likely to increase the risk of nuisance to nearby receptors, then operations may be temporarily stopped.</p> <p>Wind speeds and temperature are not electronically measured on Site. Weather conditions are recorded on the Daily Inspection Checklist from observations made. Wind speed is estimated from either:</p> <ul style="list-style-type: none"> <li>• Using local wind speed information from a weather monitoring website.</li> <li>• An estimation using the Beaufort scale.</li> </ul> <p>The Site Manager will decide whether to cease operations because of weather conditions.</p>	<p>staff and operations may be temporarily ceased.</p> <p>Operations commence once the wind has subsided and/or the area is dampened down.</p>		operations shall cease.
Suppression using water.	Using the water bowser and hoses. This measure can remove particles from the air and dampen down dry / dusty materials.	Hoses, attached to a water bowser, are in use at the Site to dampen surfaces and material to prevent dust emissions. The condition and integrity of the hoses/sprays are checked as part	When materials are being moved / treated and significant dust emissions are observed.	Dust emissions will be suppressed by the use of a water bowser and hoses to dampen waste when it is tipped off from vehicles and when this material is moved to the waste storage area.	If excessive dust emissions are observed leaving the Site boundary, then the further mitigation measure(s) is



		of the Inspection Checklist in Appendix 1.	Visual observation is carried out by all employees on the Site.  Findings from the visual observations are recorded on Inspection Checklists.	Water will also be used to dampen waste when being transported between the stockpile and treatment equipment.	triggered. Cease operations causing the dust emission.
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## 6. Other considerations:

### Water availability

- 6.1. There is no mains water supply at the Site. A water bowser and hoses will be utilised to mitigate dust emissions in dry and dusty conditions. The condition of the bowser and hoses are checked as part of the daily inspections, see Appendix 1 Inspection Checklist.
- 6.2. Hoses and spray attachments attached to the water bowser are used to dampen materials and surfaces and to control any dust emissions.
- 6.3. It is considered that the spray coverage of the hoses is sufficient to cover all areas of the Site.
- 6.4. Factors affecting spray coverage include:
  - Nozzle design
  - Flowrate
  - Pressure
  - Spray angle.

The spray coverage therefore cannot be calculated due to the above variables.

- 6.5. The fact that the sprays are attached to hoses that can reach around the Site will ensure full coverage.

### In the event of a drought

- 6.6. During exceptionally dry and/or windy conditions, if any operations / Site movements cause or are likely to cause visible dust emissions beyond the Site boundary, or if abnormally high dust emissions are observed within the Site, operations may be suspended to avoid further dust emissions. This is decided by the Site Manager.
- 6.7. Depending on the severity of the drought conditions, restrictions may be in place on the amount of water available for use on Site from the water bowser. In this case, operations may be reduced or suspended to comply with any water usage restrictions.
- 6.8. Alternative sources of water will be sourced, and mobile bowsters will be used to import and supply water for dust suppression during the event of drought or other water shortage.



## 7. Cessation of Operations for Dust Mitigation

- 7.1. The following section details the assessment process to be taken when determining if activities on Site should stop to prevent significant dust emissions.
- 7.2. Weather conditions are monitored each working day as part of the daily inspection checklist, see Appendix 1 Inspection checklist.

### Estimating Magnitude of Risk

- 7.3. Table 7.1 provides a matrix for estimating the magnitude of risk from a potential hazard, considering both the probability and consequences of the hazard occurring.
- 7.4. The magnitude of risk determines the level of management required to reduce the probability of the hazard occurring.
- 7.5. In this management plan, the hazard is considered to be the significant emission of dust from the Site such that it could cause nuisance to local sensitive receptors. Table 7.1 describes this Risk Matrix applied to this assessment of risk.

**Table 7.1 Estimating the magnitude of risk**

	Magnitude of Risk	Consequence			
		High	Medium	Low	Negligible
Probability	High	Very high	High	Medium/Low	Very low
	Medium	High	Medium	Low	Very low
	Low	High/Medium	Medium/Low	Low	Very low
	Negligible	High/Medium/Low	Medium/Low	Low	Negligible

- 7.6. An assessment of the most common weather conditions and their potential to generate significant nuisance dust emissions from the activities on Site has been undertaken and is presented in Table 7.2 to Table 7.4.
- 7.7. The risk assessment is separated into 2 sections. In Table 7.2 the operator must record the temperature and then proceed to the corresponding table. Tables 7.2 and 7.4 contain all common weather conditions and their risk magnitude. Actions required for each risk category are detailed in table 7.5.

**Table 7.2 Temperature**

Temperature	Action
Warm (Above 18°C)	Go to table 6.3
Cool (Below 18°C)	Go to table 6.4

**Table 7.3 Risk matrix for warm weather**

Conditions	Probability	Consequence	Risk magnitude
Wet, low wind (<3 Beaufort)	Medium	Negligible	Very Low
Wet, medium wind (>4 Beaufort)	Medium	Low	Low
Wet, high wind (>8 Beaufort)	Low	Medium	Medium/low
Dry, low wind(<3 Beaufort)	Medium	Low	Low
Dry, medium wind (>4 Beaufort)	Medium	Medium	Medium
Dry, high wind (>8 Beaufort)	Low	High	High/Medium



**Table 7.4 Risk matrix for cool weather**

Conditions	Probability	Consequence	Risk magnitude
Wet, low wind (<3 Beaufort)	Medium	Low	Low
Wet, medium wind (>4 Beaufort)	Medium	Low	Low
Wet, high wind (>8 Beaufort)	Low	Medium	Medium/low
Dry, low wind(<3 Beaufort)	Medium	Low	Low
Dry, medium wind (>4 Beaufort)	Medium	Low	Low
Dry, high wind (>8 Beaufort)	Low	Medium	Medium

- 7.8. The action required for each level of risk is provided in Table 7.5: Action required for each level of risk.

**Table 7.5: Action required for each level of risk**

Risk Magnitude	Action
Low	Continued implementation of preventative mitigation measures.
Medium	Continued implementation of preventative mitigation measures. Dust emissions are likely, therefore remedial measures to be employed. Relevant activities* temporarily cease if preventative and remedial measures are not proving effective in controlling the dust emission. Relevant waste activity can resume upon implementation of additional mitigation if measures are effective.
High	Continued implementation of preventative mitigation measures. Dust emissions are likely, therefore remedial measures to be employed. Relevant waste activity may not be undertaken or will be temporarily ceased. Relevant waste activity can resume when the conditions no longer apply / additional remedial mitigation is effectively implemented and there are no significant dust emissions.

*\*Relevant activities: Activities identified as generating significant dust emissions or having the potential to generate significant dust emissions in such conditions.*



## 8. Monitoring

### Weather Monitoring

- 8.1. Wind speeds and temperature are not electronically measured on Site. Weather conditions are recorded on the Daily Inspection Checklist from observations made, see Appendix 1 Inspection Checklist.
- 8.2. Wind speed is estimated from either
  - Using local wind speed information from a weather monitoring website.
  - An estimation using the Beaufort scale.
- 8.3. Adverse weather conditions are:
  - Windy conditions (>4 Beaufort scale)
  - Prolonged dry and hot (>20 degrees and dry surface conditions from lack of rainfall) conditions.
- 8.4. The weather is considered by the Site Manager when planning the activities for the day to ensure appropriate activities are carried out to minimise dust generation where possible.

### Visual Dust Monitoring

- 8.5. Monitoring of dust emissions will take place across the Site as part of the daily inspections, see Appendix 1 Inspection Checklist.
- 8.6. Dust emissions at the Site are monitored by visual observation. This monitoring will take place at various locations within the Site boundary throughout the day.
- 8.7. The visual inspections are once-a-day minimum and more frequent during dry/windy/warm weather conditions (i.e. morning, afternoon and evening). The Site supervisor will also make a formal visual inspection of dust emissions and record the results of monitoring, see Appendix 1 Inspection Checklist.
- 8.8. It is the responsibility of every member of staff to monitor the dust emissions on the Site as they undertake their daily tasks.
- 8.9. Reports are made to the Site Manager regarding dust emissions when dust is observed leaving, or about to leave, the Site boundary.
- 8.10. If excessive dust emissions (dust clouds) are observed, then the Site Manager will establish what is causing the excessive dust emission to be generated and take remedial action. The results of the investigation and what action was taken are recorded and retained.
- 8.11. Feedback from the monitoring is recorded as part of the Inspection Checklist and feedback given to the Site Manager.





## **9. Actions when an alarm is triggered**

- 9.1. Monitoring is carried out by visual observation and assessing whether dust emissions are excessive i.e. leaving the Site boundary.
- 9.2. The staff member who identified the dust generation/ emission will raise the alarm by notifying the Site Manager.
- 9.3. If the Site Manager confirms that dust is being generated and causing dust emissions from the Site, they will take remedial action.
- 9.4. Remedial measures are stated in Table 5.2: Mitigation Measures.



## 10. Reporting and complaints response

- 10.1. The EMS on the Site will have a procedure for responding and dealing with complaints. A complaints form is available on Site and must be filled in and kept on file whenever a complaint is received in accordance with the EMS complaints procedure.

### Engagement with the Community

- 10.2. The Site Notice Board is placed at the entrance of the Site with the following information:
- The Permit holder's name (TMA Bark Supplies Limited).
  - An emergency contact name and telephone number.
  - A statement that the Site is permitted by the Environment Agency
  - The Environmental Permit reference.
  - The Environment Agency national numbers, 03708 506506 and 0800 807060 (incident hotline).
- 10.3. The provision of the above information will ensure that members of the community can contact the Operator should they be concerned by dust emissions or wish to make a complaint. This also applies to any events that may happen when the Site is unmanned / not operational.

### Reporting of Complaints

- 10.4. Should a complaint regarding dust be received by the Site, the complaint is recorded on the Complaints Form in the EMS and investigated in accordance with the Complaints Procedure within the EMS. The Complaints Form will record who made the complaint, what the complaint was about and what has been done to resolve the issue and make sure this does not happen again, see Appendix 2 Complaints Form.
- 10.5. The Site Manager will identify what caused the excessive dust emission to be generated. This generation may have been caused by failure of Site machinery or dust procedures. If the excessive dust emission has been caused by a procedure not being carried out properly, then staff will receive further training on the dust procedures and Site management. If the excessive dust emission has been caused by plant failure, then the plant is repaired as soon as possible.
- 10.6. All complaints are acknowledged and investigated, with resultant actions reported to the complaint. Any complaints received by the Environment Agency relating to dust emissions from the site are dealt with on the same day.

### Out of Hours Arrangements

- 10.7. In the event of an out-of-hours complaint or incident occurring at the Site related to dust emissions, then a Director can be contacted via phone call.
- 10.8. The Director can attend the Site or instruct a relevantly trained Site Operative to attend the Site in their absence. On arrival at the Site, the cause of the dust emission is identified, and the most suitable corrective measure is instigated.
- 10.9. Outside of operational hours the only potential source of nuisance dust is wind whipped from stockpiles and the Site surface. This risk of this causing a nuisance to local sensitive receptors is minimised through the site being surrounded by dense woodland and an area of fencing along the northern side of the site.
- 10.10. At the end of each working day weather conditions are assessed to determine if additional spraying of stockpiles is required. These conditions include prolonged hot, dry weather (>20 degrees) and windy conditions (Beaufort scale >4). If these weather conditions present a significant risk, then waste stockpiles are dampened prior to the Site closing.



### **Management Responsibilities**

- 10.11. Site staff are responsible for dust management issues and detecting/reporting dust emissions. All members of staff are given training on the EMS for the Site, which will include a Dust Procedure. All staff on the Site are trained on the Dust Procedure which will include details regarding mitigation measures and monitoring/recording visual inspections.
- 10.12. On receipt of a complaint the Site Manager will investigate and establish the cause. The most effective corrective or preventative action must then be determined to prevent future emissions occurring. Where additional time is required in order to implement the appropriate corrective or preventative action the complainant is contacted with details of the actions to be implemented and the estimated timescales for completion. The maximum response time for investigating the cause of the complaint and contacting a complainant is two working days.
- 10.13. Should numerous complaints be received at the Site regarding the same issue, the cause of the complaint(s) is investigated in accordance with the Accidents, Incidents & Complaints Procedure within the EMS. Operations on the Site will cease, should excessive dust emissions be observed leaving the boundary following the implementation of additional mitigation measures or when instruction from the Environment Agency to cease operations has been received.



**Drawings**

21/006c 002 V3	Site Layout V3
21/006c 001 V2	Sensitive Receptors V2

Woodforde Farm

Client

TMA Bark Supplies Limited

Title

Site Layout Plan V3

Dwg No.

21/006c 002 V3

Site

The Old Airfield,  
Hungate Common,  
Weston Longville,  
Norwich  
NR9 5JF

Scale

Not to scale

Date

20/05/2025

Key

Permit Boundary

Entrance / exit

Waste Storage and Treatment Area

Office

Building

Weighbridge

Quarantine Area

Water Bowser

Impermeable Concrete Pad

Hardstanding

Agriculture House,  
Southwater Way,  
Telford,  
TF3 4NR

T: 01952 879705  
M: 07762 580839  
E: info@westburyenv.co.uk  
www.westburyenv.co.uk

The site layout plan for Woodforde Farm shows a large area outlined by a thick green line representing the permit boundary. Inside this boundary, there is a large, irregularly shaped area shaded in light pink, representing hardstanding. Within this pink area, there is a rectangular area with blue diagonal hatching, representing an impermeable concrete pad. On the left side of the pink area, there are two orange rectangular buildings. To the left of the pink area, there is a yellow rectangular office building and a purple rectangular weighbridge. A blue rectangular water bowser is located to the right of the weighbridge. A light blue rectangular area represents the waste storage and treatment area. A pink line indicates the entrance/exit. The plan also shows surrounding green areas with tree symbols, a road labeled '01535', and other buildings labeled 'ESS' and 'FSS'. A north arrow is located in the top right corner.



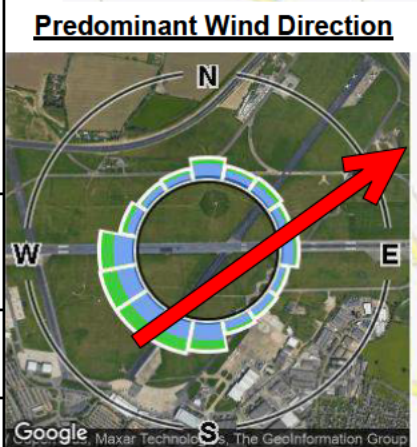


Client	TMA Bark Supplies Limited
Title	Sensitive Receptors Plan
Drawing No.	21/006c 001 V2
Site	The Old Airfield Hungate Common Weston Longville Norwich NR9 5JF
Date	20/05/2025
Scale	1:10,000

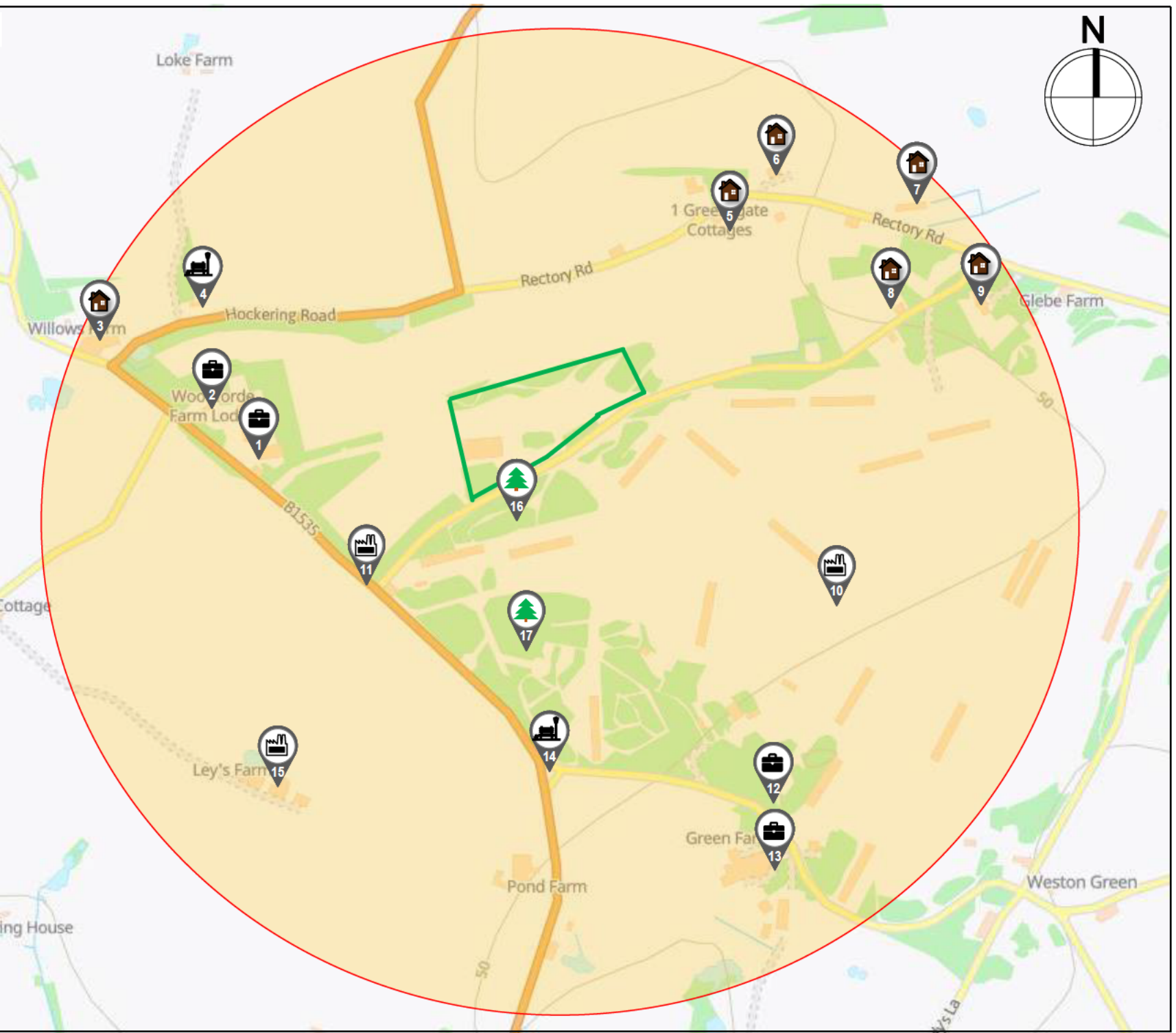


Agriculture House,  
Southwater Way,  
Telford,  
TF3 4NR.

T: 01952 879705  
M: 07762 580839  
E: [info@westburyenv.co.uk](mailto:info@westburyenv.co.uk)  
[www.westburyenv.co.uk](http://www.westburyenv.co.uk)



- Key**
- 1 Cap Track
  - 2 Perfect Plantings Nursery
  - 3 Residential Properties
  - 4 Archery Club
  - 5 Residential Property
  - 6 Residential Property
  - 7 Residential Properties
  - 8 Residential Properties
  - 9 Residential Properties
  - 10 Weston Longville Solar Farm
  - 11 Weston Longville Solar Farm Entrance
  - 12 Building and Maintenance Norfolk
  - 13 Specialist Control Systems
  - 14 466<sup>th</sup> BG Memorial
  - 15 Commercial Units
  - 16 Deciduous Woodland
  - 17 Deciduous Woodland
- Permit Boundary  
— Radius (1km)





**Appendix 1**  
Inspection Checklist

## Form No. 4.3a Inspection Checklists

V.3, June 2025

Daily Inspection Checklists				
Item for Visual Inspection	Aspects for Inspection	Checked?	Remedial Action Required?	Action Form Completed
Plant / Equipment	Pre-use checks completed			
	Hot exhausts should be cool fifteen minutes after use at the end of the day			
	Plant / equipment checked for build-up of grease, oil, fuels, dust, and fluff			
Litter	Within tipping area			
	Within storage area			
	Along Site boundaries			
	Outside perimeter of Site boundary			
Fire	Fire extinguishers in place and no obvious damage			
	Soil / sand available to aid in firefighting			
	Spill kits in place in the Site office.			
Dust emissions	No excessive dust emissions should be escaping the Site boundary			
Roads	Public highway clear of mud tracked out from the Site			
Weather	Please describe (temperature, wind speed, wind direction, dry/wet)			
Fugitive emissions to water	Check if there has been any contamination in runoff water, for example if there is oil sheen visible Checks for leaks from the quarantine area or containers that could cause contamination in runoff water.			

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_



## Form No. 4.3a Inspection Checklists

V.3, June 2025

Weekly Inspection Checklists				
Item for Visual Inspection	Aspects for Inspection	Checked?	Remedial Action Required?	Action Form Completed
Site Security / Site permitter	The gates to the Site are in working order and lockable. Fencing surrounding the Site is in good condition no defects.			
Odour	Check if waste on Site is causing an odour			
Stockpiles	Height of all stockpiles under 5 metres			
Fuel and Oil Storage	Locks operational			
	Check in and around the fuel and oil storage containers for evidence of leakage			
	Check condition of fuel and oil storage containers for any sign of damage, corrosion, deterioration, incident, leakage, or spillage			
	Check oil store bunding for imperfections			
Pests and Vermin	Activity or damage caused by pests and vermin, including holes in fencing, chewed cables etc			
Drains / gullies	Check drains and gullies are free from debris			
Hard standing / concrete pad	Detection of cracks and imperfections. Reporting any potholes or pooling water on the areas of hardstanding			
Lagoon	Check lagoon water levels are not exceeding capacity.  Visually monitor and record volume – must be a freeboard of 750mm			

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_

**Form No. 4.3a Inspection Checklists****V.3, June 2025**

Monthly Inspection Checklists				
Item for Visual Inspection	Aspects for Inspection	Checked?	Remedial Action Required?	Action Form Completed
Mobile Bowser	Integrity of mobile bowser i.e. there should be no leaks.			
Roads	Access roads free from ruts / potholes.			
Compost product stockpiles	Evidence of deterioration of quality			

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_

**Form No. 4.3a Inspection Checklists****V.1, May 2025**

Annual Inspection Checklists				
Item for Visual Inspection	Aspects for Inspection	Checked?	Remedial Action Required?	Action Form Completed
Electrics	Electrics to be inspected and certified by a qualified electrician			
Fire extinguishers	Fire extinguishers should function properly.			

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_



**Appendix 2**

Complaints Form

**Form No. 7.1c Complaints Form****V.1, March 2021**

Who made the complaint?	Name:	
	Address:	
	Phone No.:	
Date and time they made the complaint:		
What happened? What was it about?		
Was anyone else aware of this – other neighbours or your staff? If so, who?		
Did the complaint relate to your site? If so, what happened? What went wrong?		
What have you done to make sure that it does not happen again?		
Was there any significant pollution – for example: dust, odour or noise outside the Site or spillage of polluting liquids onto the ground, into a drain or a watercourse?		
If there was, then you must notify the Environment Agency on 0800 807060 and any other relevant regulators.  Have you done so?    Yes <input type="checkbox"/> No <input type="checkbox"/>		At what time did you phone?
You must also write or send an email to confirm this to your local Environment Agency office.  Have you done so?    Yes <input type="checkbox"/> No <input type="checkbox"/>		What date did you contact?
Please print and sign your name:		